



# Quick Reference Guide

*For*

# FASTRACK Upgrade to Crystal Enterprise 10

Office of Financial Management  
Accounting Division – Statewide Financial Systems  
Enterprise Reporting

January 2005

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## **Overview**

This reference guide describes the changes that will be implemented in Enterprise Reporting's upgrade to Crystal Enterprise 10 (CE10) for the Financial Reports application, currently known as FASTRACK. The major changes include a brand new user interface as well as some helpful new features. We will start migrating customers to the new CE10 environment starting February 2005, with a targeted completion date of May 31, 2005. Listed below is a summary of the new features and functions. Each item is described in more detail on the following pages.

## **Hardware/Software Requirements**

### Minimum Workstation

- IBM-compatible workstation
- Pentium 3 700Mhz or faster
- 512MB of RAM memory (recommended for best performance)

### Supported Client Operating System

- Microsoft Windows 2000 SP4, NT SP6a, and XP

### Supported Web Browsers

- Microsoft Internet Explorer 5.x (Windows)
- Microsoft Internet Explorer 6.0 (Windows)

### Supported Microsoft Office

- 2000, 2003 & XP

### Supported Adobe Acrobat

- 5.0 & 6.0

## **Logon Procedure**

There will be a new web site address and logon screen. As stated above, users will see a new interface, with different browser screen functionality than the previous version.

## **Personalizing Settings**

A new feature entitled "Organize Folders" is now available. This allows users to set up selected reports in a Favorites folder. A new Personal Preferences option replaces the Personalize menu. It provides the ability to control various settings and functions.

## **Folder Structure and Object View**

Report category folders will be set up differently. There will no longer be individual agency and biennium folders. Users can now specify a layout to view report objects. There are new menu options available for each object, which will be displayed differently based on the selected layout.

## **Scheduling Reports**

There are several changes and new features available for report scheduling, listed below:

- 1) To schedule a report, users are directed to different screens for selecting parameters, run-time, format, and destination. This set-up provides for the addition of new features.
- 2) Users can now schedule reports using the AFRS calendar or another customized calendar.
- 3) An option to schedule a report without using parameter pick lists is now available. This will speed up the loading of the parameter screen, especially for those agencies with large pick lists.
- 4) In the parameter screen, an "Add" button appears by every parameter. Users must click on "Add" once to update parameter selections. It is not necessary to click "Add" for every parameter selected.
- 5) Users can now schedule reports directly to an email address.

- 6) A new format entitled “Excel (Data Only)” is now available, allowing users more flexibility in controlling the layout of data scheduled in Excel file format.
- 7) The Automatic Refresh feature, which updates a report instance’s processing status, is no longer available. Users must manually refresh the screen to see the most current report status.
- 8) A Reschedule feature has been added, allowing users to schedule a new report from an existing instance.

### **Viewing Reports**

Features of the viewing report functionality are listed below:

- 1) Users can view report instances on a separate History Page.
- 2) To view a report instance, users click on report date and time.
- 3) The default viewer is now the DHTML viewer, with similar functionality to the Seagate Info ActiveX viewer. Differences include:
  - a. DHTML viewer does not require downloading a component file to user’s PC. This is beneficial for users who do not have administrative rights to their PCs.
  - b. Select Expert is not available in DHTML viewer. This feature is available in another viewer, described in item 4) below.
  - c. Group-tree windowpane cannot be resized.
- 4) Select Expert is available in the Crystal Offline Viewer, which users can download to their PC.
- 5) Other viewer types available include ActiveX, Advanced DHTML, and Java viewers. Users can choose to use any of these, although product support will not be available.
- 6) A new search feature is available, allowing users to view another user’s reports.
- 7) Users can view, delete, pause or resume reports from a separate History page. A check box appears by each report instance, providing the ability to select one or several reports.

### **Exporting Reports**

The “Excel (Data Only)” format has been added to available format types. This format works well when users want to export report data without report and page headers and footers.

### **Printing Reports**

Two print options are available:

- 1) Acrobat Reader printing control: report will open up in Adobe Acrobat. Reports on legal size paper will print on letter size.
- 2) ActiveX printing control: report will print from viewer. Report will print on default paper size specified for report.

For reports exceeding 50 pages, we recommend users schedule or export these reports to .PDF format, save them to a local drive, and print them from the Adobe Acrobat application.

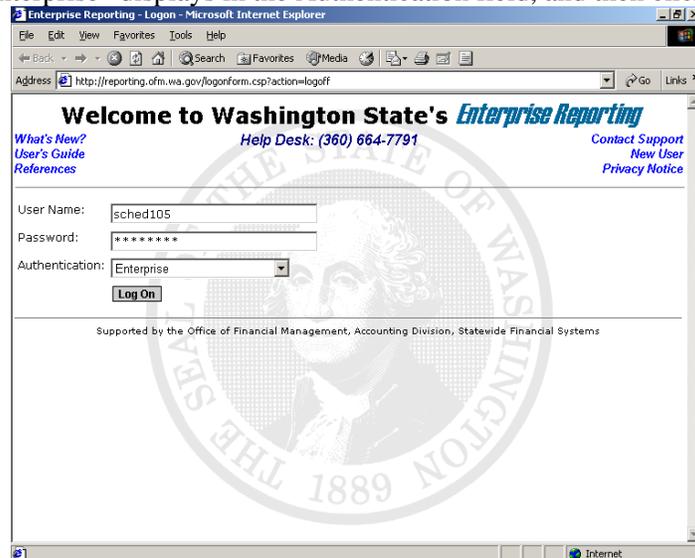
A more detailed explanation of each of the items described above appears on the following pages.

## Logon Procedure

### Logon Screen

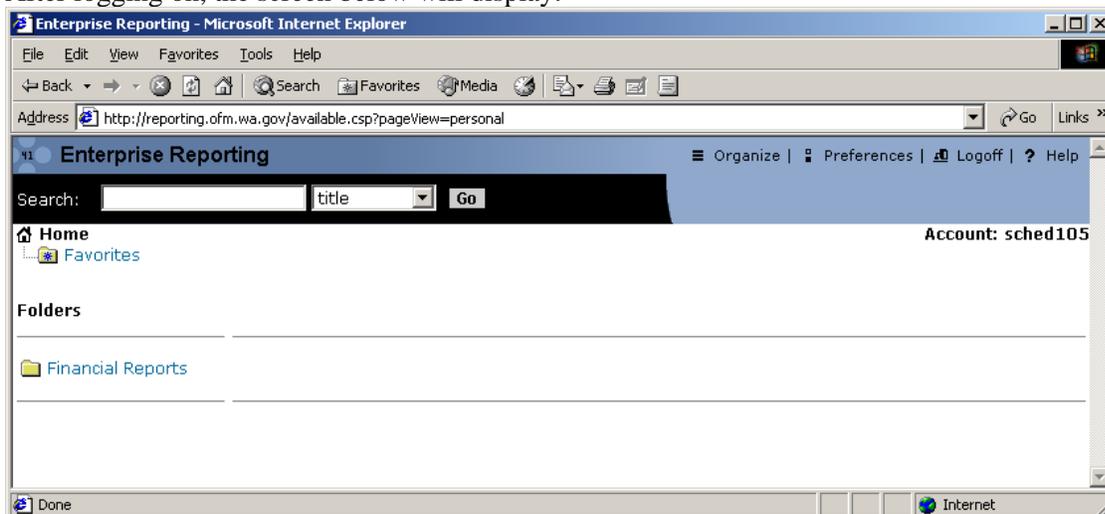
There is a new web site address for the Financial Reports application. To log on, complete the steps below.

1. The new Intranet web site address is <http://reporting.ofm.wa.gov/>. For Fortress users, the new Internet web site address is <https://fortress.wa.gov/ofm/reporting/>. The logon page shown below will display when you enter either of these addresses in your Internet browser screen.
2. Note the links available to valuable sources of information on this web site: What's New, User's Guide, References, Contact Support, New User, and Privacy Notice.
3. Enter your FASTRACK logon and password in the User Name and Password fields.
4. Make sure that "Enterprise" displays in the Authentication field, and then click on **Log On**.



### Home Screen

After logging on, the screen below will display.



## Folder Structure

As illustrated above, you will see a “Financial Reports” folder. From this folder you can access all the current FASTRACK reports available in the application. As reports from other applications are added in the future, separate folders will be set up (e.g., TALS, BASS, TVS). You will see these folders if you have security access to these systems.

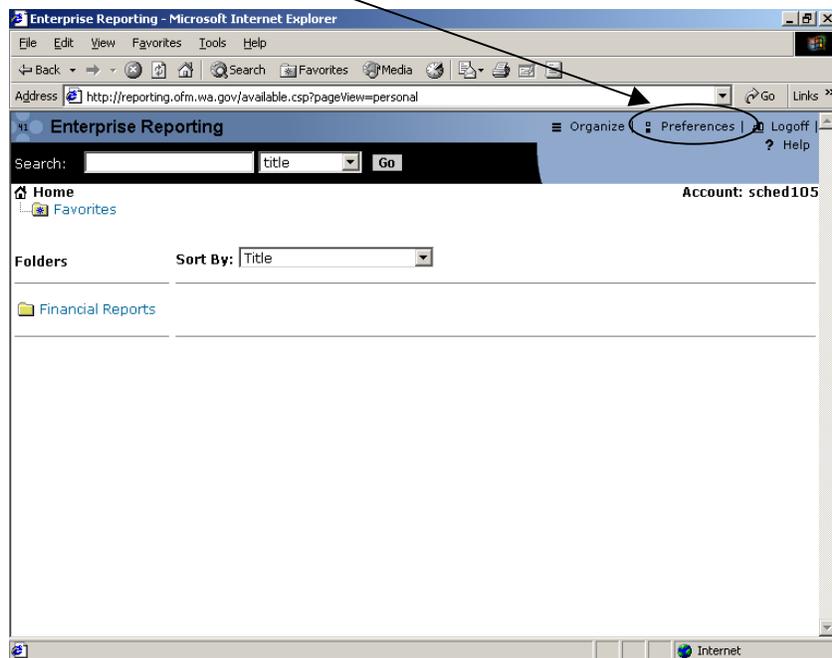
**NOTE:** A new window opens up every time you navigate to a different function in the application. Depending on your screen display settings, the new window may display off center, smaller than the previous window. Each time you will have to double click on the blue bar at the top of the newly opened window or maximize the screen.

## Preferences Menu

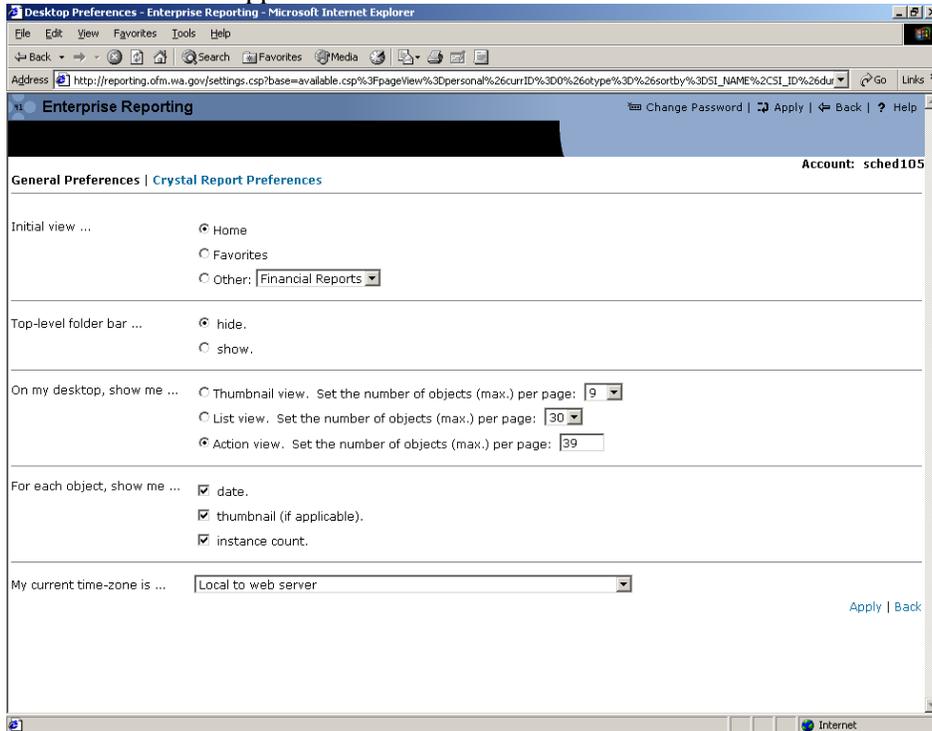
You can modify your own CE10 preferences, to control object views and report preferences. They are comprised of General Preferences and Crystal Report preferences.

### General Preferences

To select General Preferences, click on **Preferences** in the upper right-hand corner of the screen.



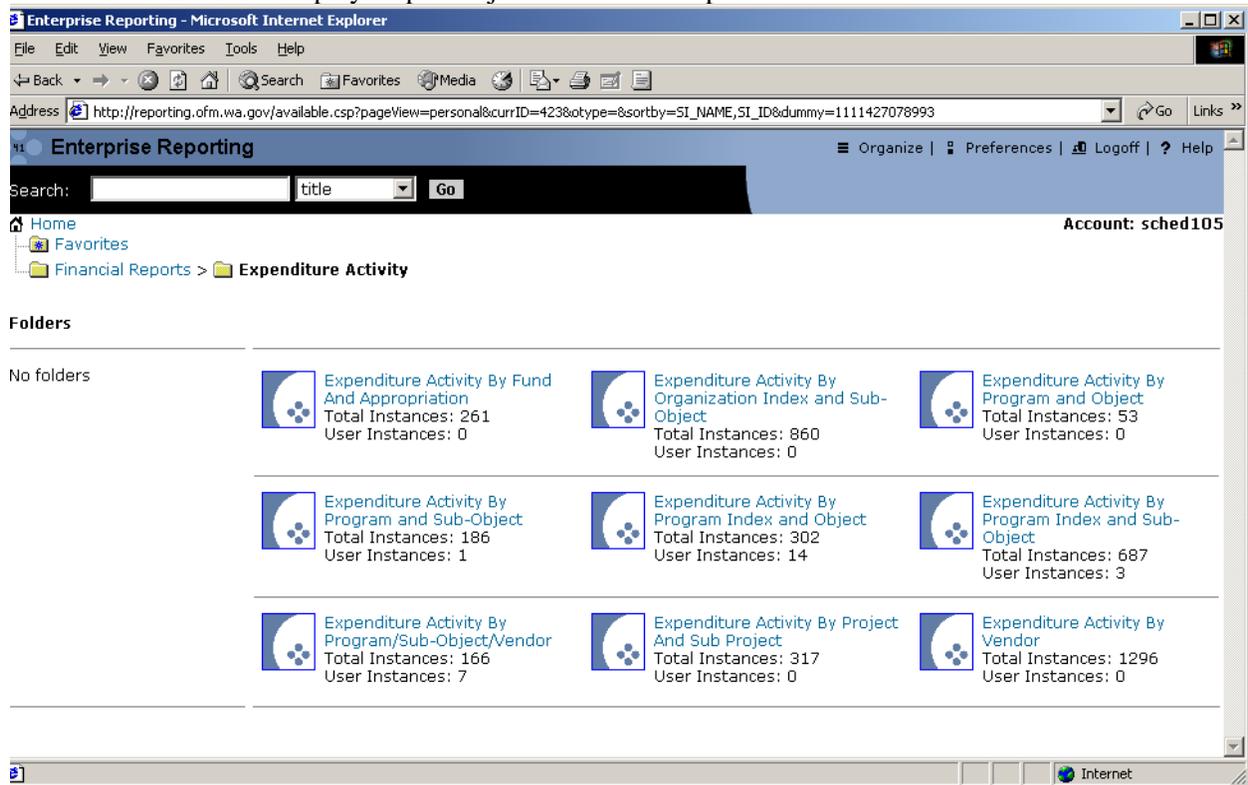
The General Preferences screen appears.



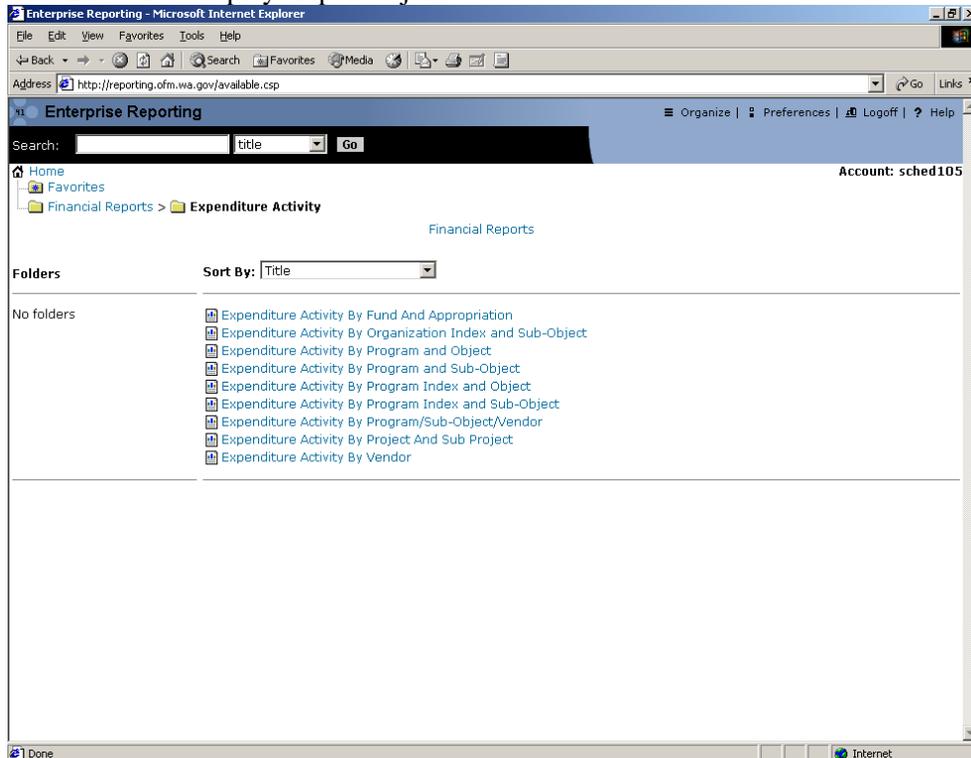
1. The **Initial View** option allows you to select the folder you wish to view when you first log on. The default selection is *Home*.
  - a. Choose **Favorites** if you want to view your Favorites folder when you begin your session. Steps to create your Favorites folder are described later in the Organize Folders section on page 13.
  - b. Choose **Other** and select the appropriate folder from the drop down list if you wish to see another folder when you first log on.
2. **Top Level Folder Bar** determines if the main folders are displayed in the upper half of the screen. Select **Show** to display them or select **Hide** to suppress them.
3. The **On my desktop, show me** option provides three choices for setting up how to view report objects in the report folder category:
  - a. **Thumbnail View**
  - b. **List View**
  - c. **Action View:** We recommend using this selection for maximum usability.
  - d. For each option, you can choose the maximum number of objects to view per page. For the **Thumbnail** and **List** views, select the number of objects to be displayed from the drop-down list. For the **Action View**, enter a number between 1 and 100 in the field provided.

Following are illustrations on how the screen displays for each **View** option described above.

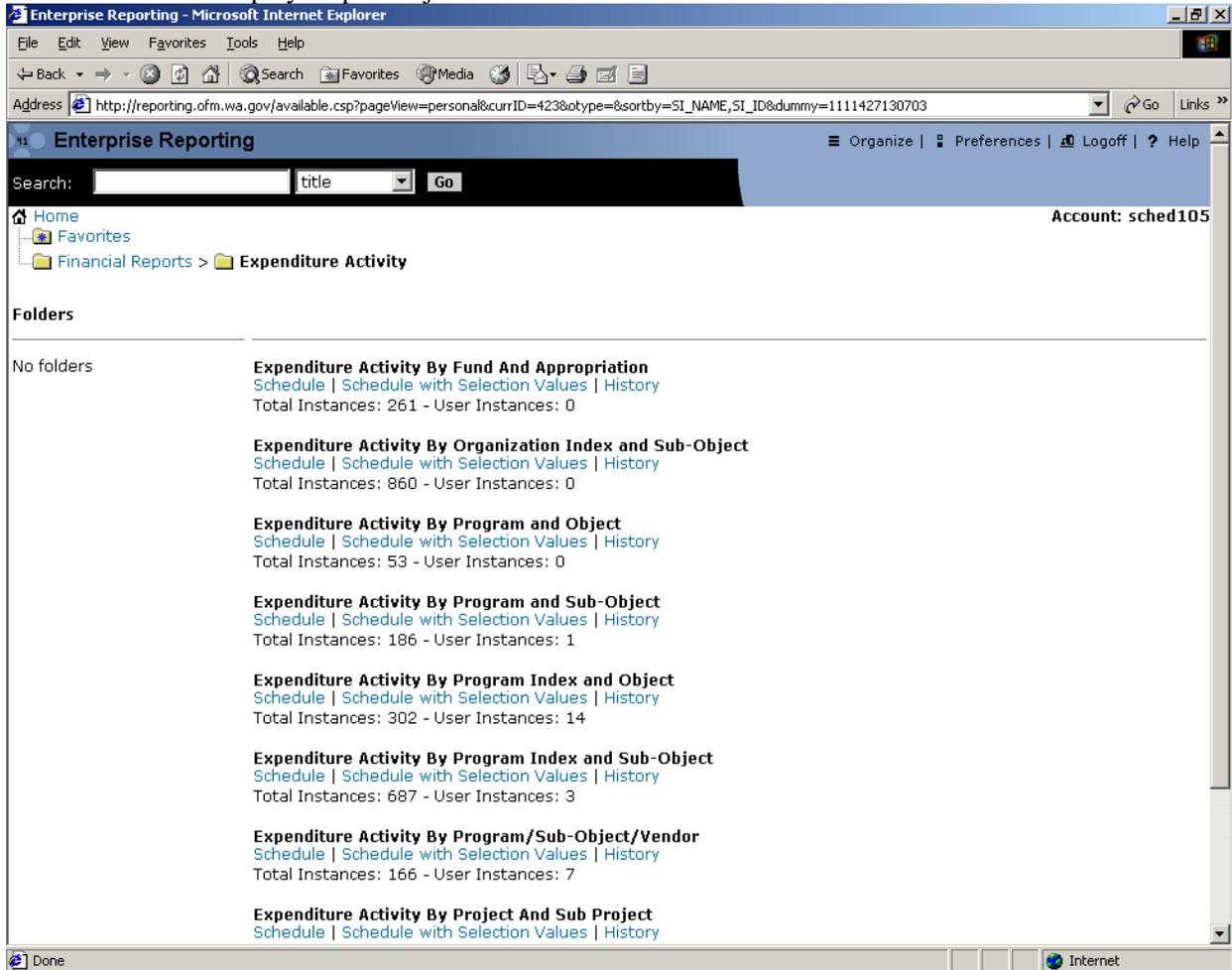
The **Thumbnail View** displays report objects on the desktop as follows:



Here is how the **List View** displays report objects:

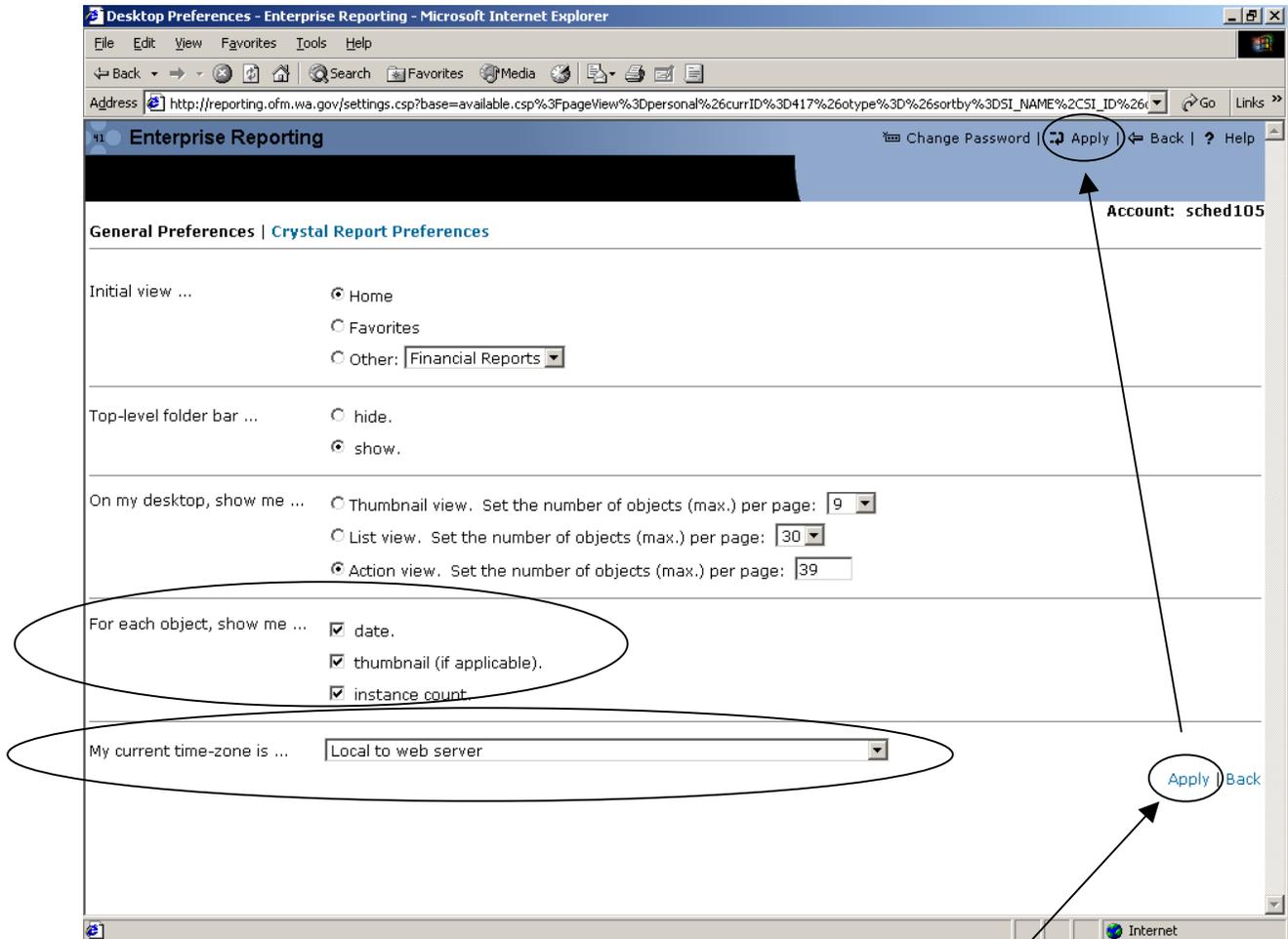


The **Action View** displays report objects as illustrated below.



We recommend using this view because it readily provides menu options available for each report object. For the other views, you must click on the thumbnail or object title to see the menu options.

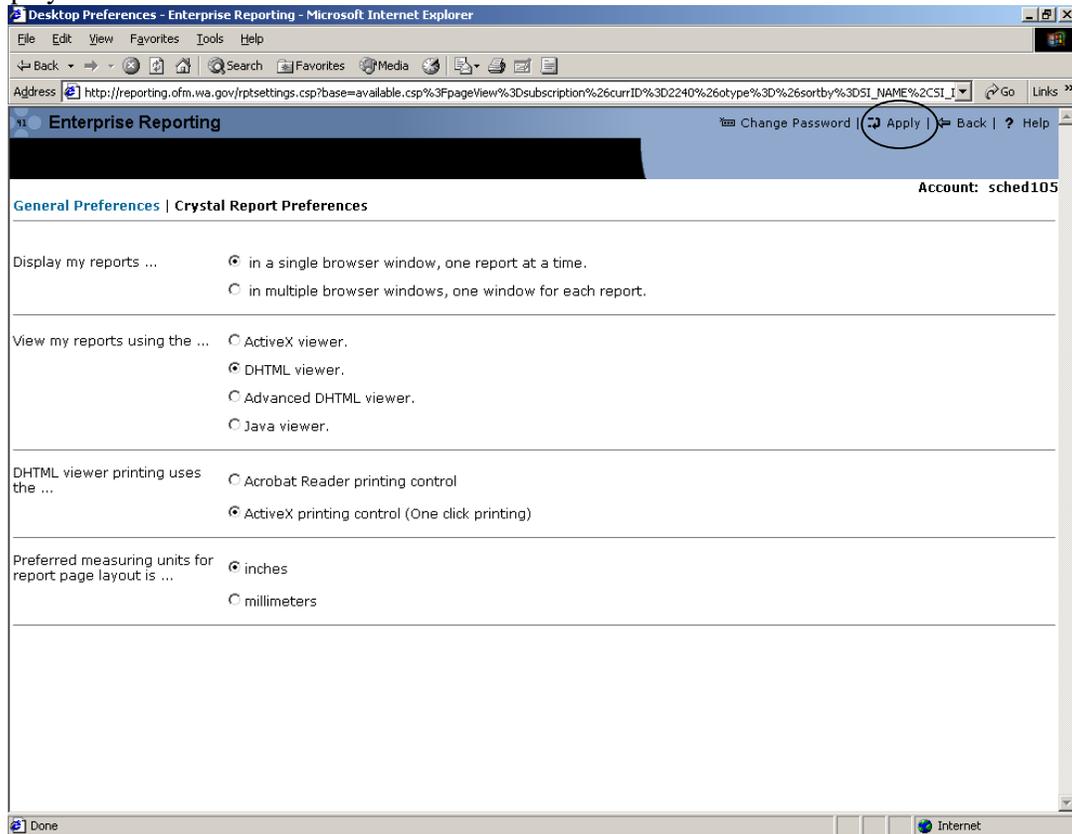
4. The next option available in **General Preferences** provides choices for displaying summary information for each object: date, thumbnail (if applicable), and instance count.
  - a. **Date** of the latest report instance. This applies to **Thumbnail** and **Action Views**.
  - b. **Thumbnail**: if selected, a thumbnail icon appears by each report object in the **Thumbnail View**.
  - c. **Instance** count provides total number of instances for all users for the report object, as well as instance count for the user ID logged into the system. This applies to **Thumbnail** and **Action Views**.



5. The last option available in this area is “My current time zone is”. Leave the selection at the default value of **Local to web server**.
6. After you have finished making your selections, be sure to click on **Apply**, located in either the upper right-hand corner or lower right-hand corner of the screen. The screen will close and you will be returned to the Home Screen.
7. **NOTE:** The **Back** option returns you to the previous screen, without updating the selections made.

## Crystal Report Preferences

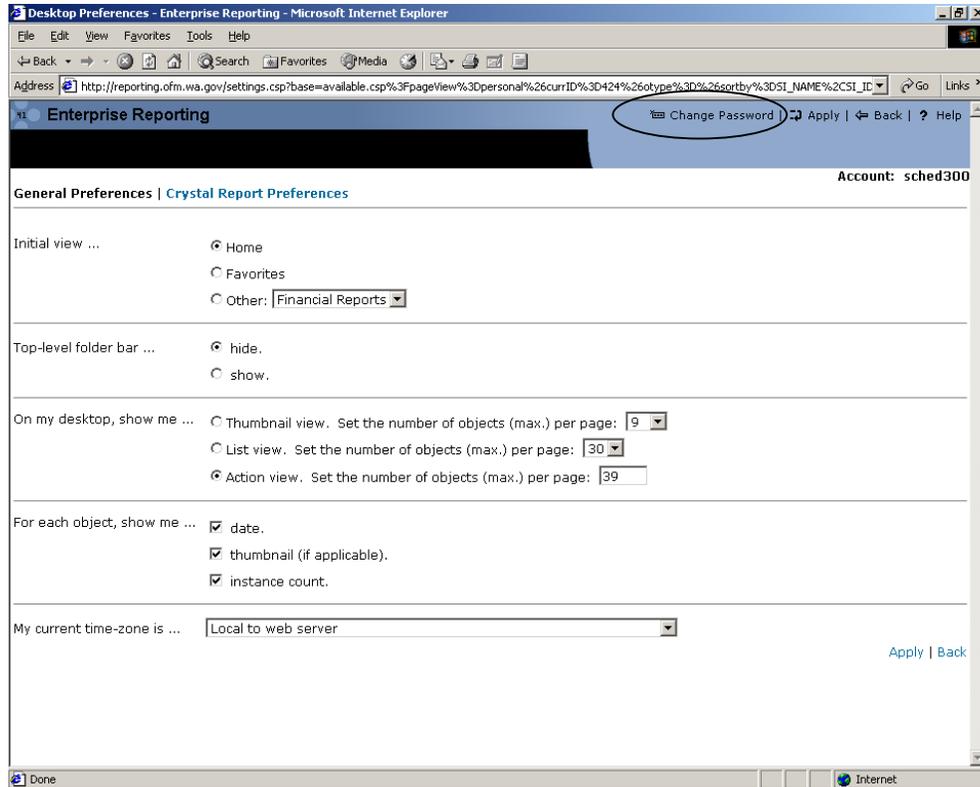
The selections in this feature allow you to determine how to view, display and print report instances. Click **Preferences** on the Home Screen, and then select **Crystal Report Preferences**. The screen below will display:



1. The **Display my reports** option allows you to choose how to display report instances in the viewer.
    - a. Selecting **in a single browser window** will display one report at a time. If you are viewing a report and select another from the history page, the second report will be displayed in the same browser window.
    - b. Selecting **in multiple browser windows** will display each report in its own separate browser window, providing the ability to view multiple reports at the same time.
  2. From the **View my reports using the** menu option, you can select the viewer type for viewing reports. We recommend keeping the default selection of DHTML viewer, since it does not require downloading a component file to the user's workstation. You may choose to use any of the other viewers listed, but we will not be able to provide support for any technical issues that you may run into.
  3. The **DHTML viewer printing uses** menu option provides two choices for printing reports:
    - a. If you select Adobe Acrobat printing control, reports will print from Adobe Acrobat. Reports on legal size paper will print on letter size paper.
    - b. If you select ActiveX printing control, reports will print directly from the viewer on the default paper size specified for the report.
- NOTE:** You will need administrative rights to your workstation in order to download the ActiveX printing control. Whichever printing control you choose, it will apply globally to all your reports.
4. Leave the **Preferred measuring units for report page layout is at inches.**
  5. After making your selections, click on **Apply** in the upper right corner.

## Change Password

In the upper right corner of the **Preferences** screen is an option to change your password. Although this is available, we request that you do not use the feature at this time.

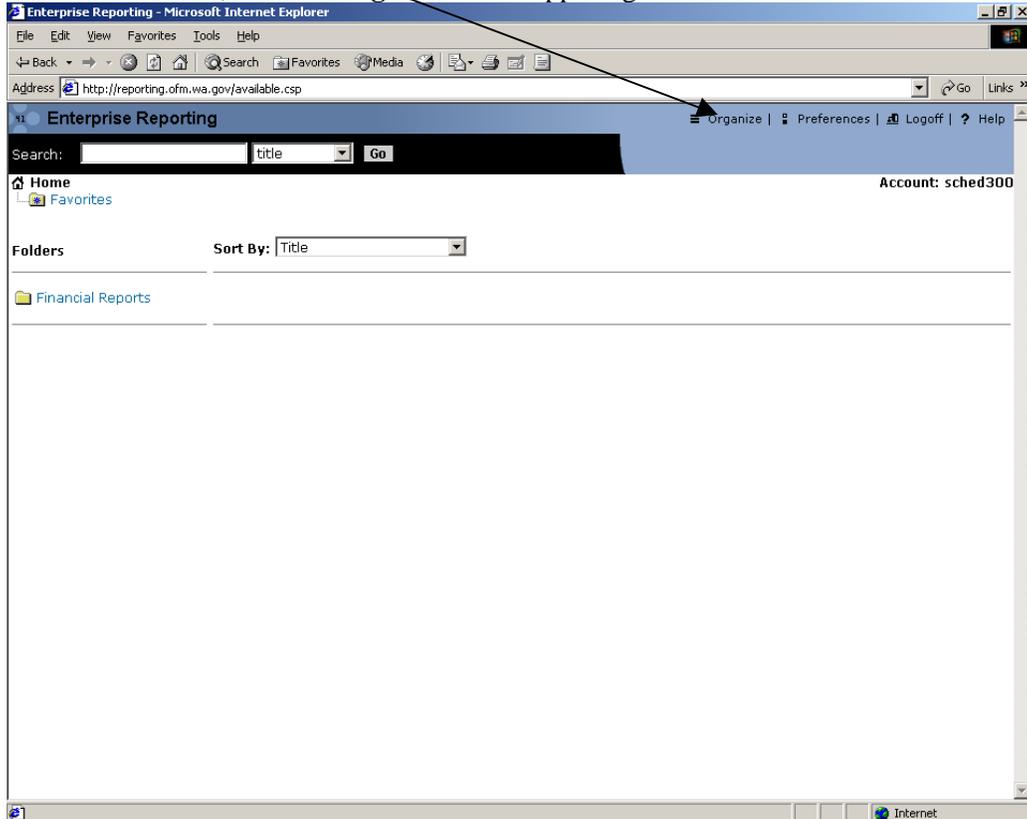


## Organize Folders

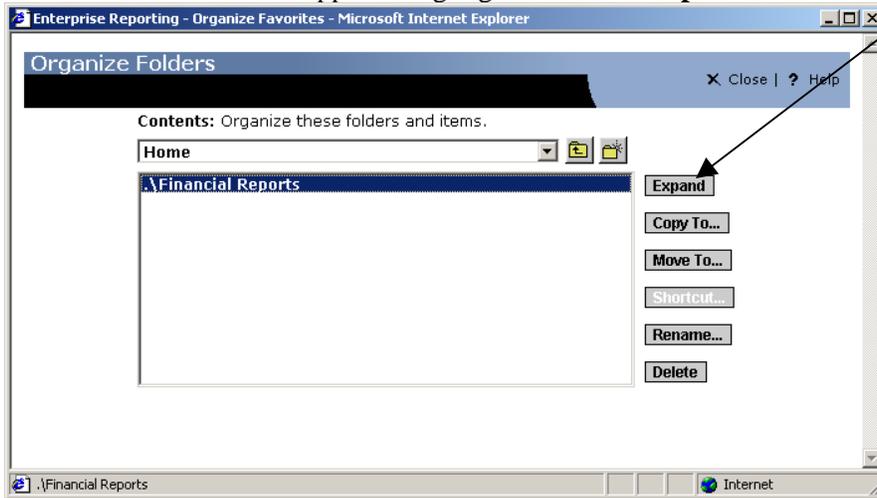
### Setting up Shortcuts

The **Organize Folders** feature provides the ability to set up a **Favorites** folder, where you can place shortcuts to report objects, and view and schedule reports. You can put frequently used reports here, for easier access. Here are the steps to do this.

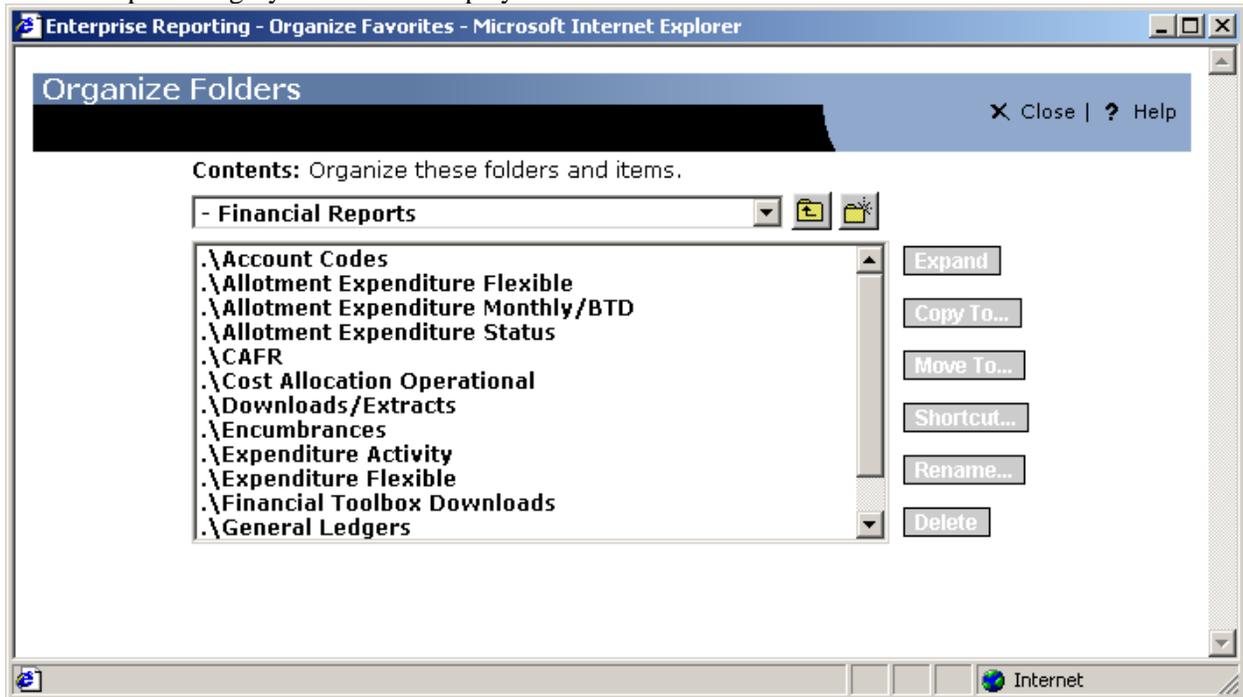
1. From the Home Screen, click on **Organize** in the upper right corner.



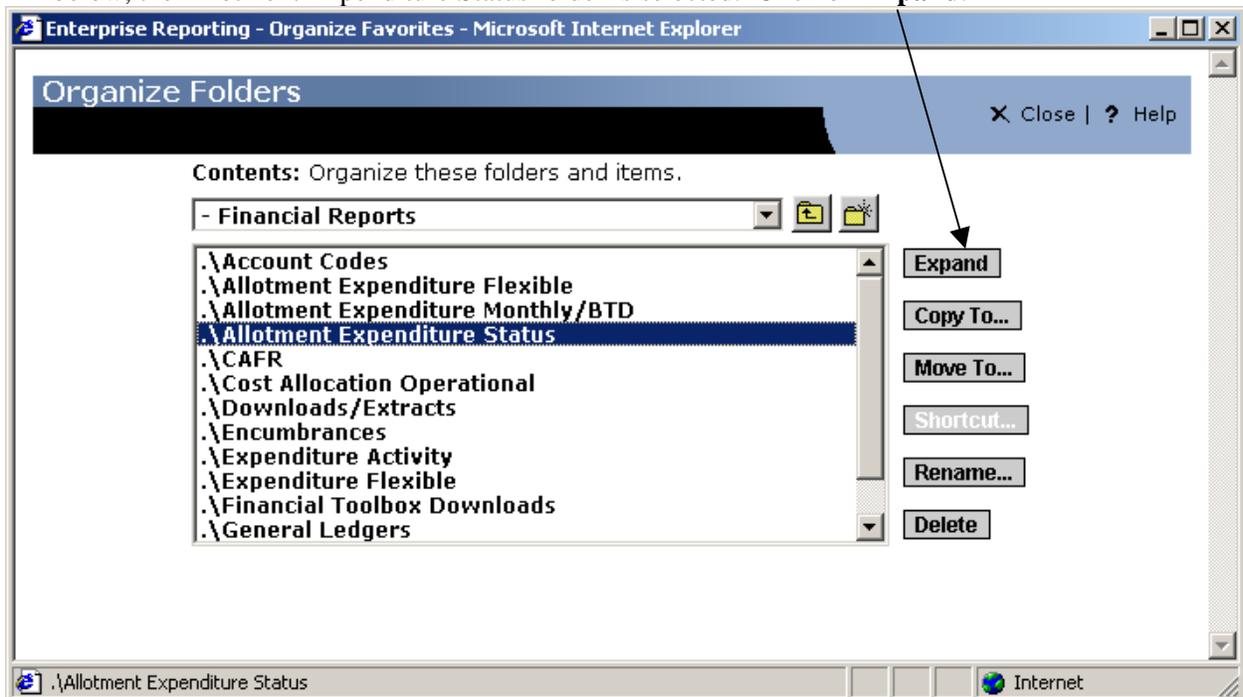
2. The **Organize Folders** window will appear. Highlight **Financial Reports** and click on **Expand**.



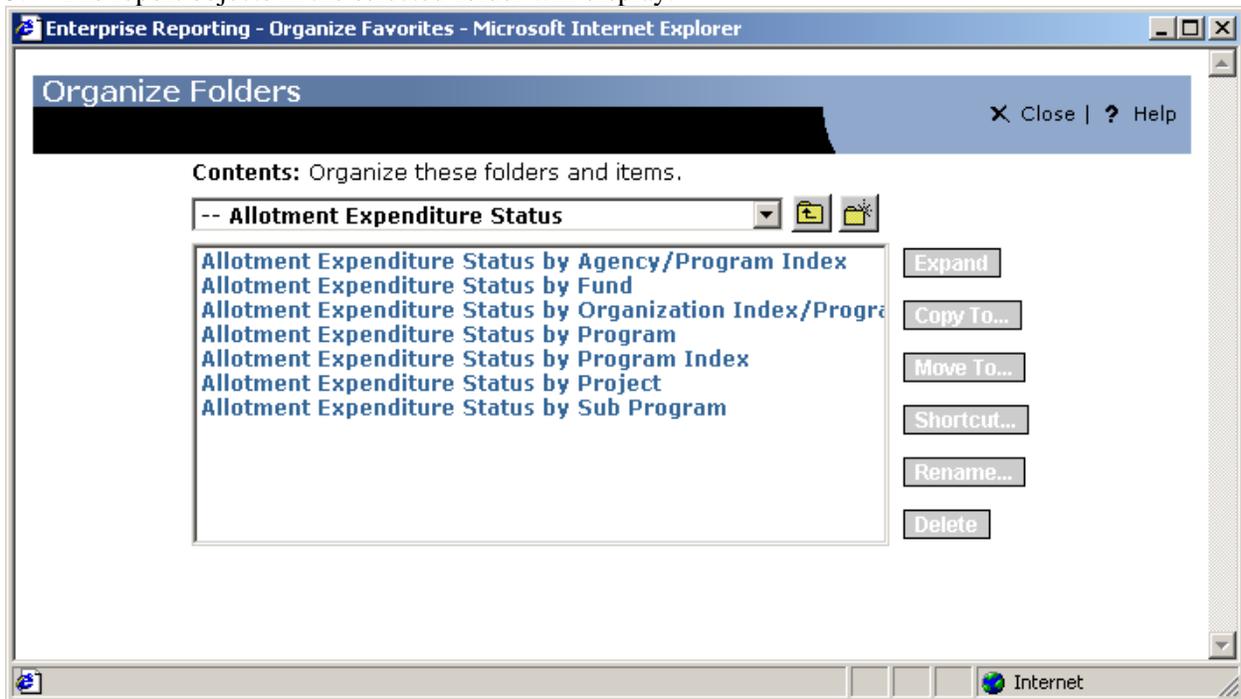
3. The report category folders will display.



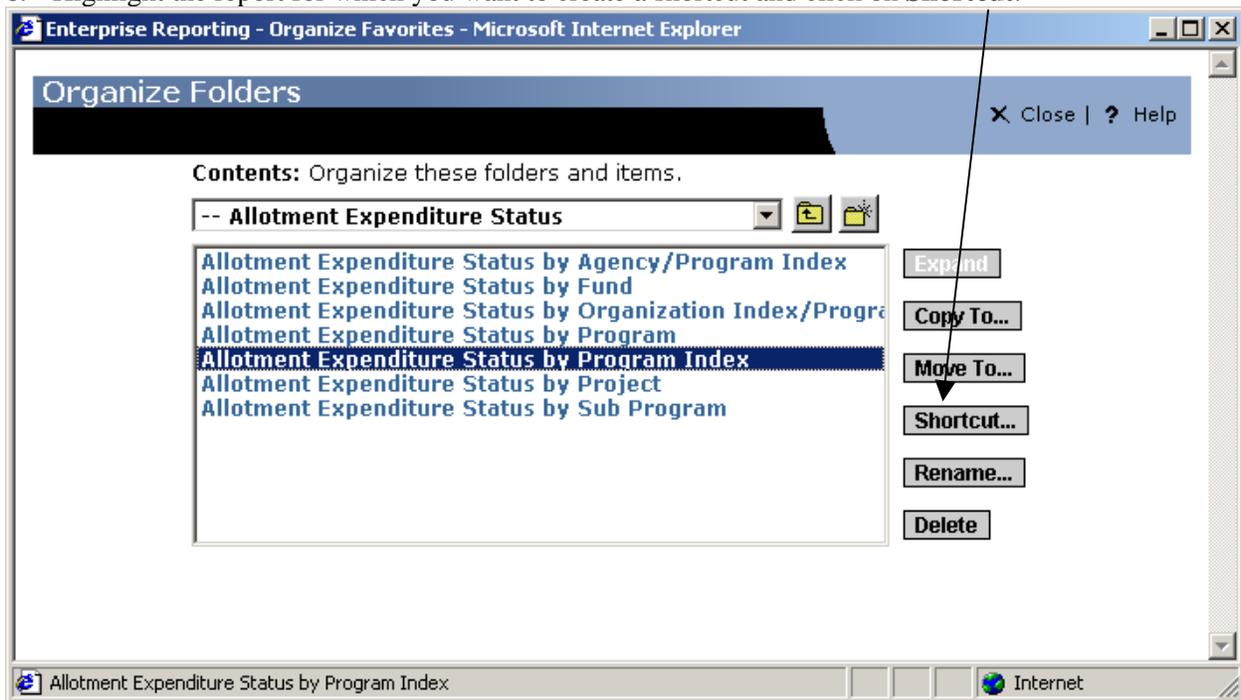
4. Select the folder containing the report object for which you want to create a shortcut. In the example below, the Allotment Expenditure Status folder is selected. Click on **Expand**.



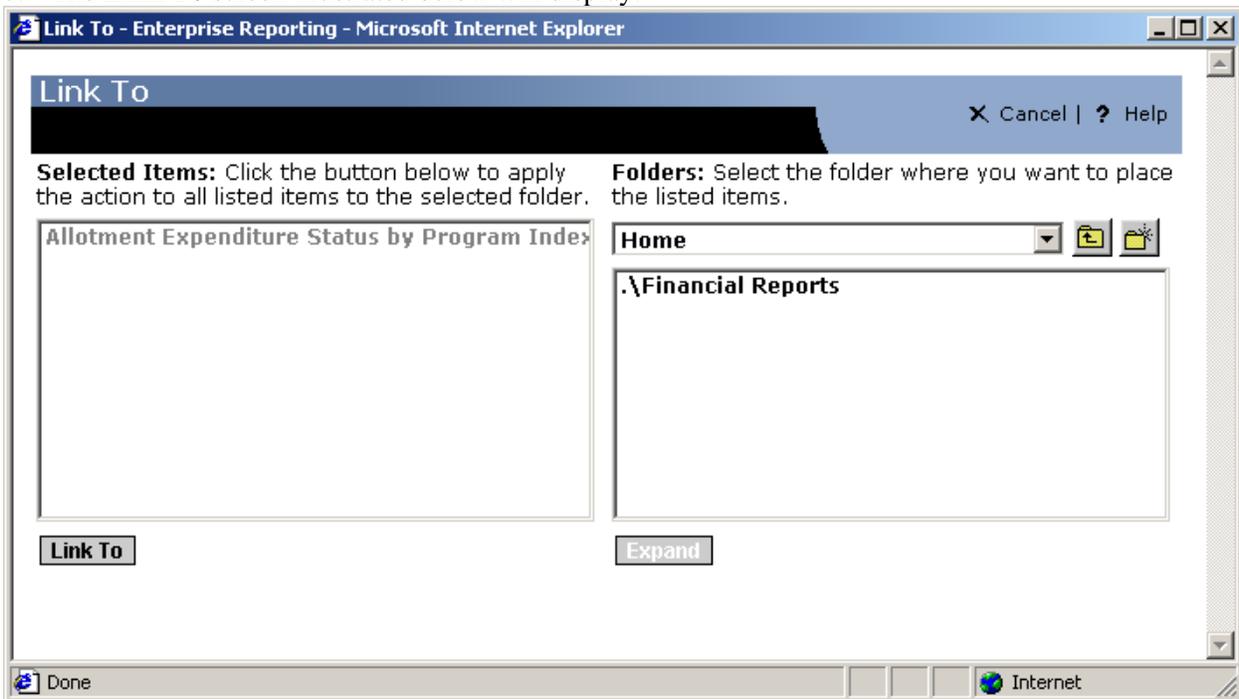
5. The report objects in the selected folder will display.



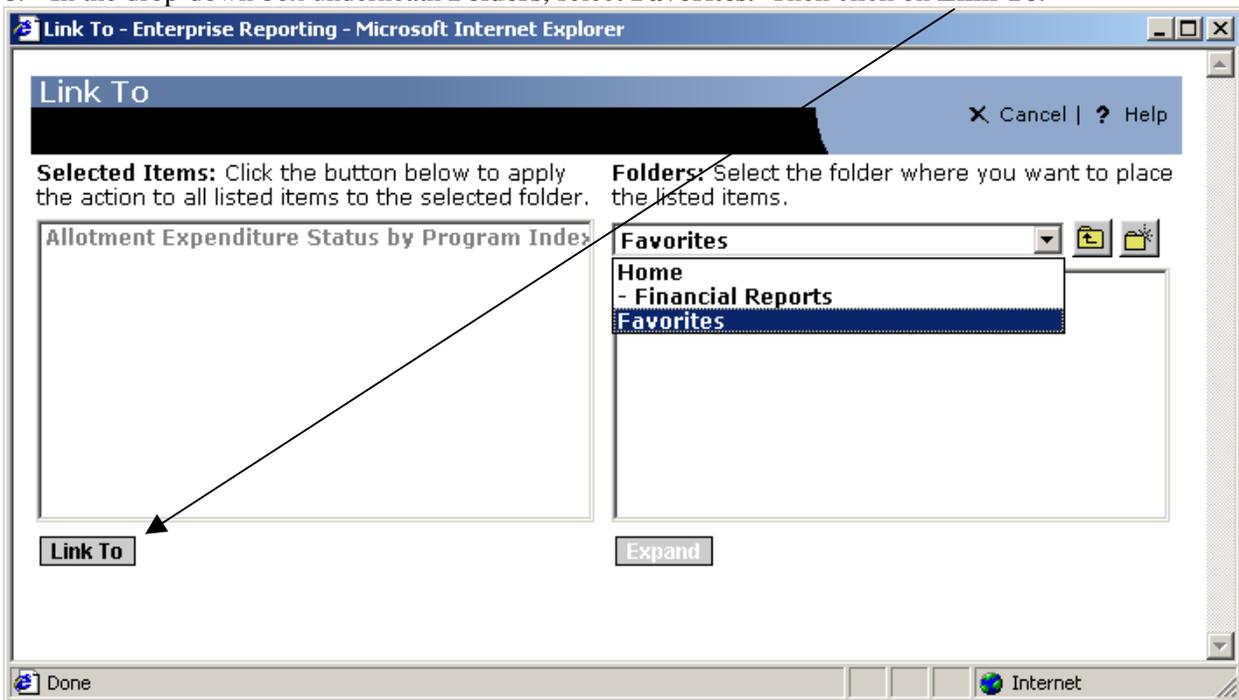
6. Highlight the report for which you want to create a shortcut and click on **Shortcut**.



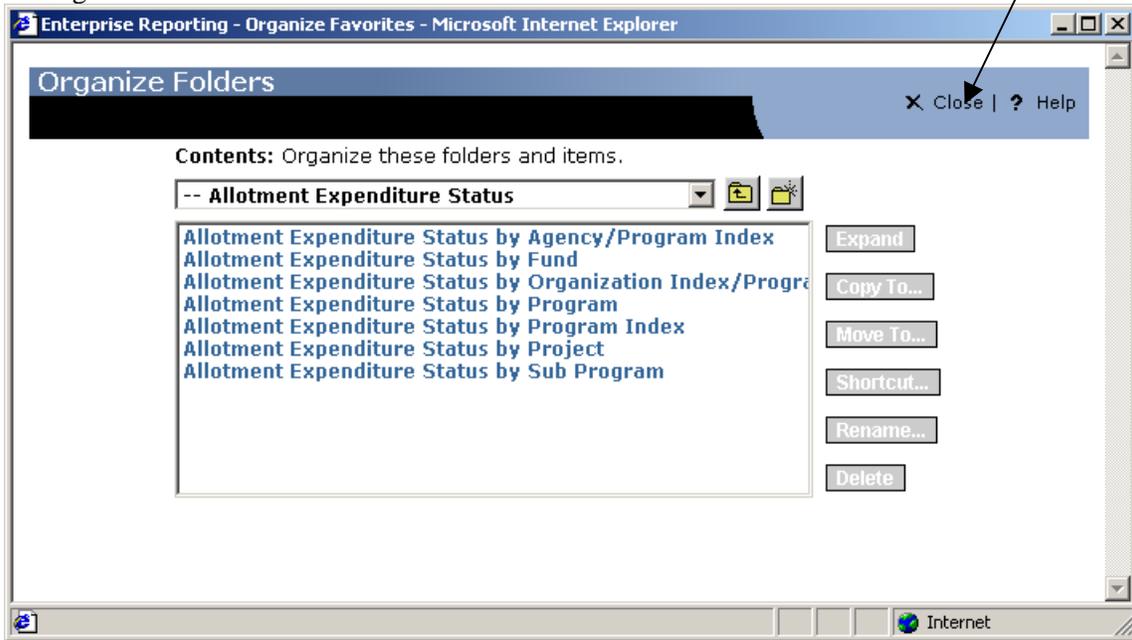
7. The **Link To** screen illustrated below will display.



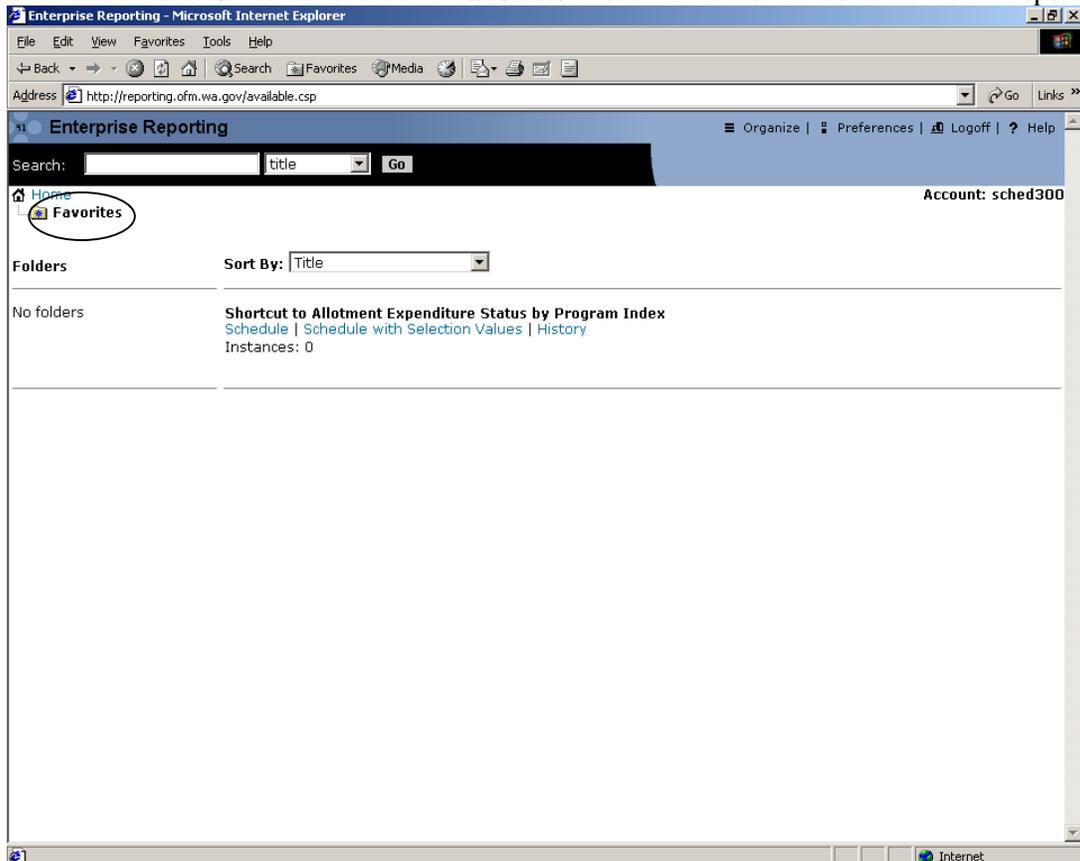
8. In the drop-down box underneath **Folders**, select **Favorites**. Then click on **Link To**.



- The link is created, and the screen returns to the report folder where you started. Select **Close** to close the Organize Folders window.



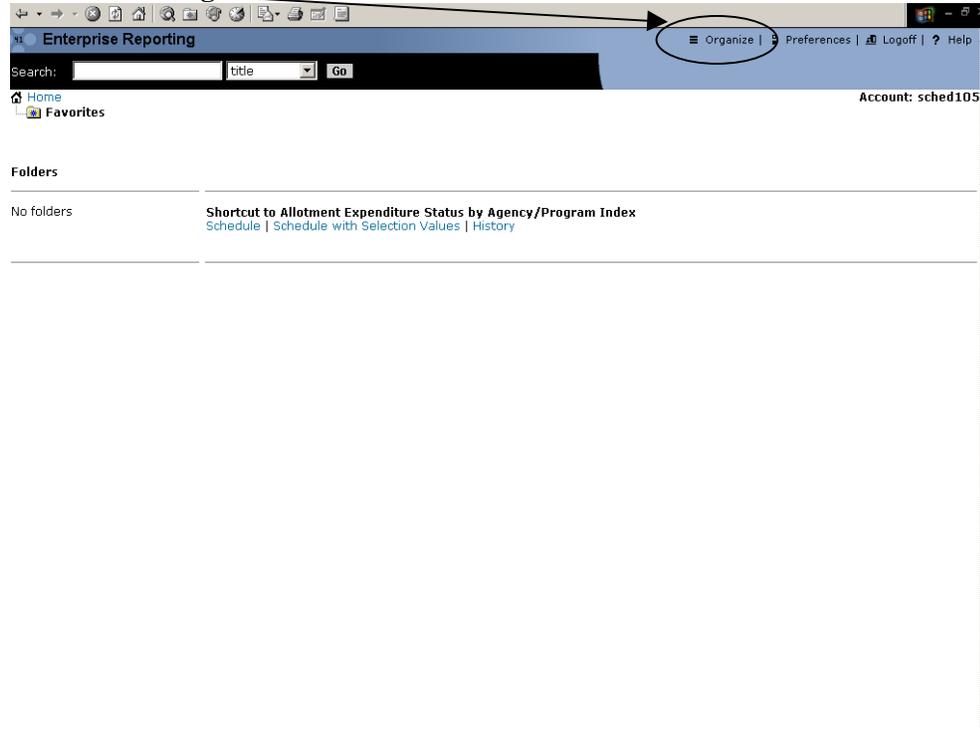
- Return to the Home Screen and click on **Favorites**. You will now see the shortcut to the report.



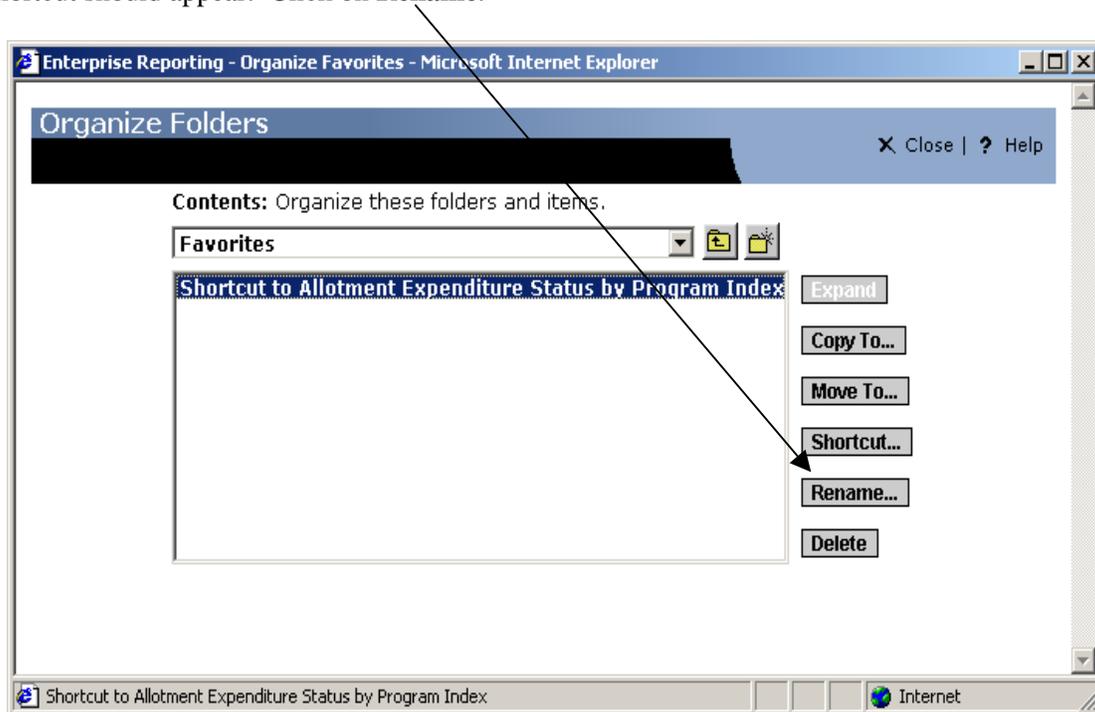
## Renaming Shortcuts

You can rename the shortcut to a more meaningful title, if you wish. Follow the steps below to rename the shortcut.

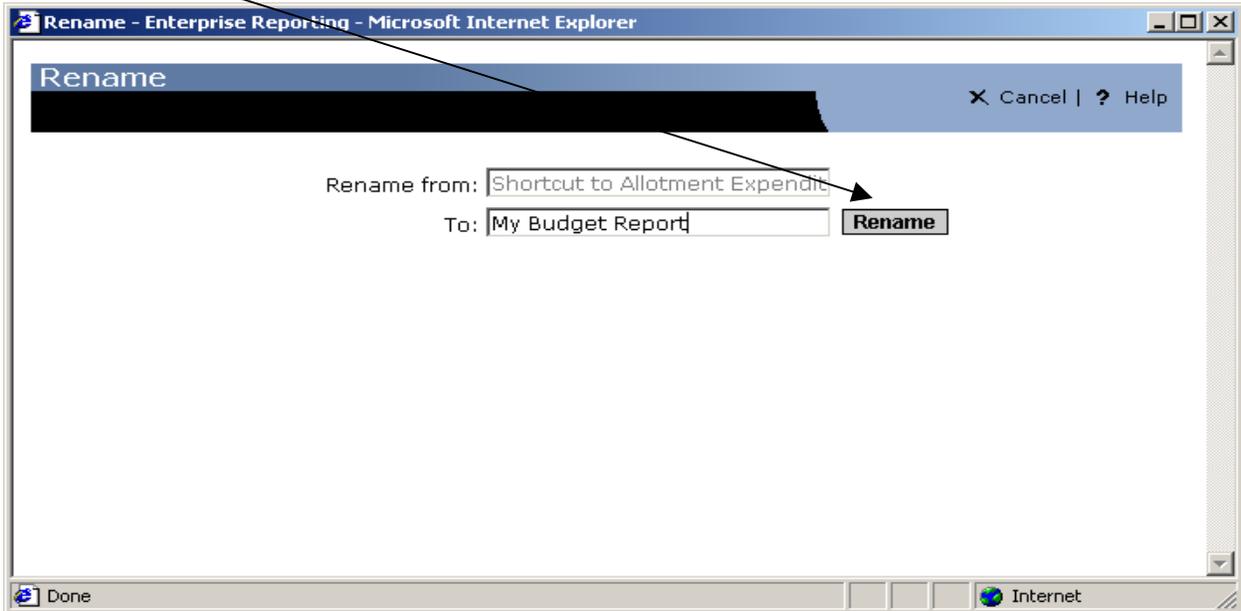
1. Click on **Organize** from the Home Screen.



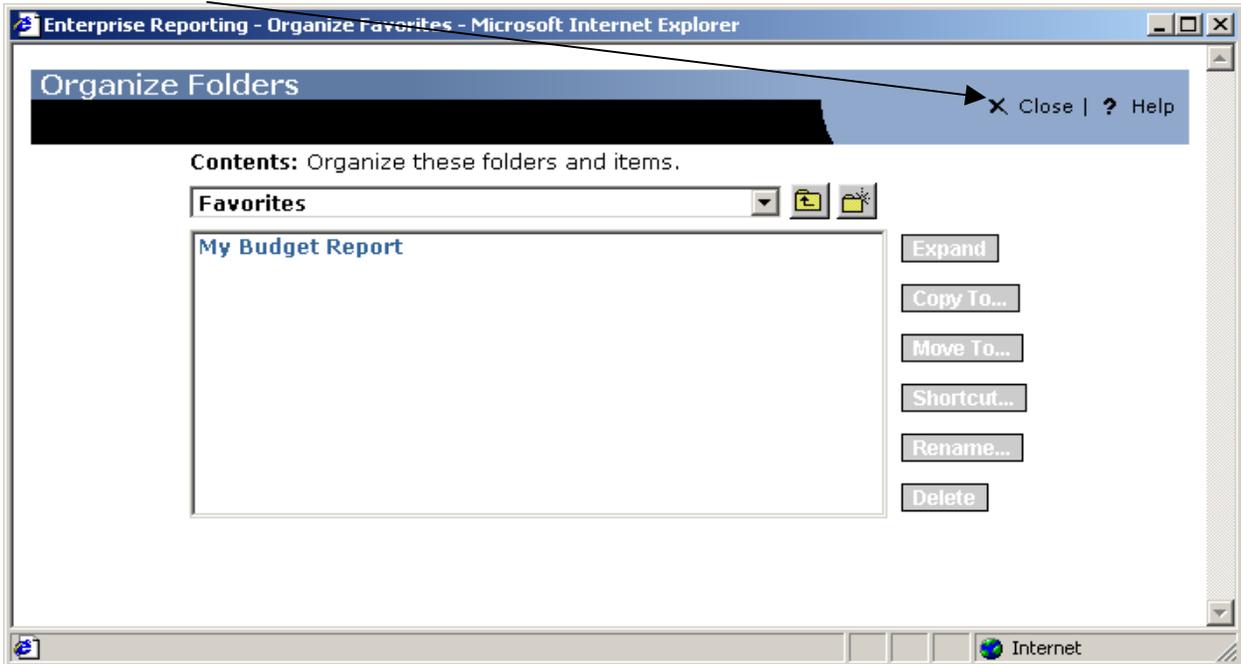
2. The Organize Folders window will display. Select **Favorites** from the drop-down box. The report shortcut should appear. Click on **Rename**.



3. The Rename window illustrated below will display. Enter a name in the **To:** field, then click on **Rename**.



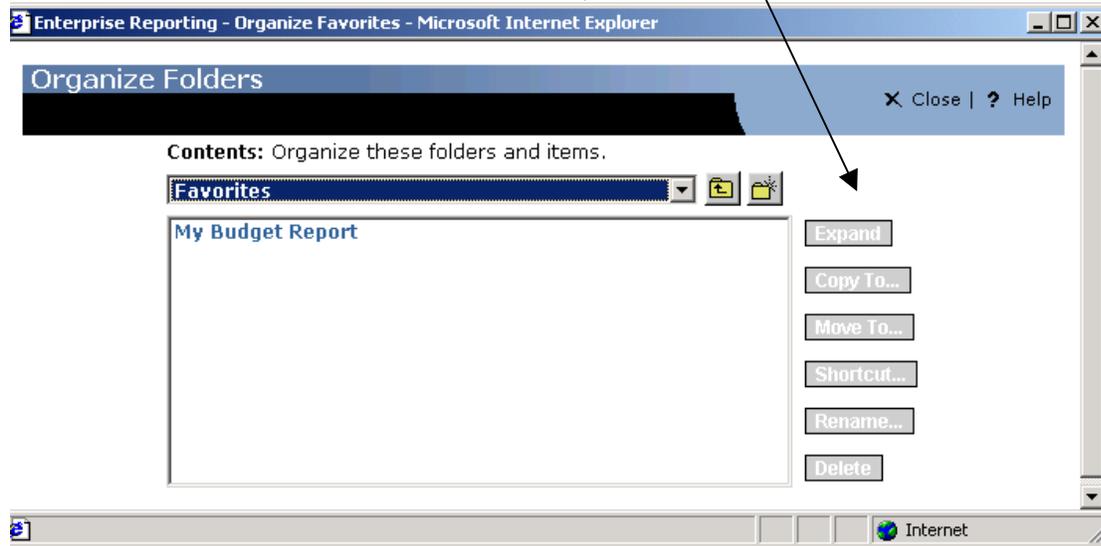
4. The screen will return to the Organize Folders window, and the newly named report will display. Click on **Close** to return to the Home Screen.



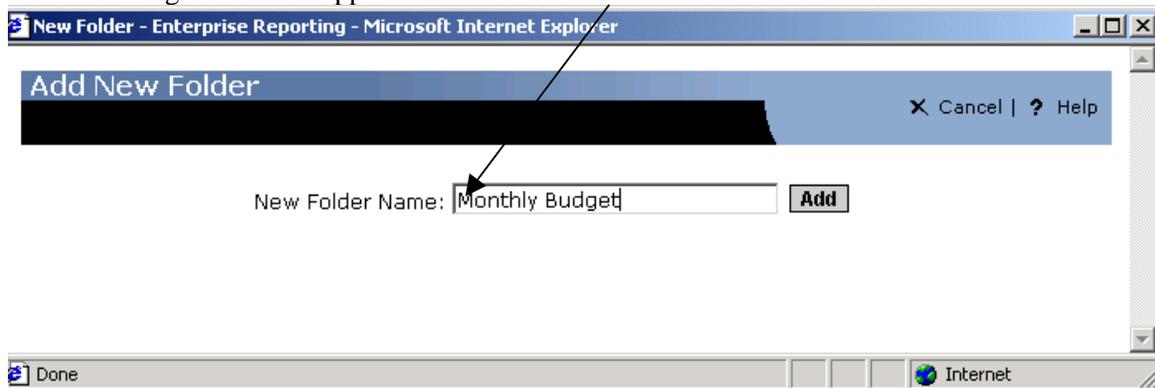
**NOTE:** Repeat steps 1 through 14 above to put additional report shortcuts in your Favorites folder.

### Creating Sub Folders

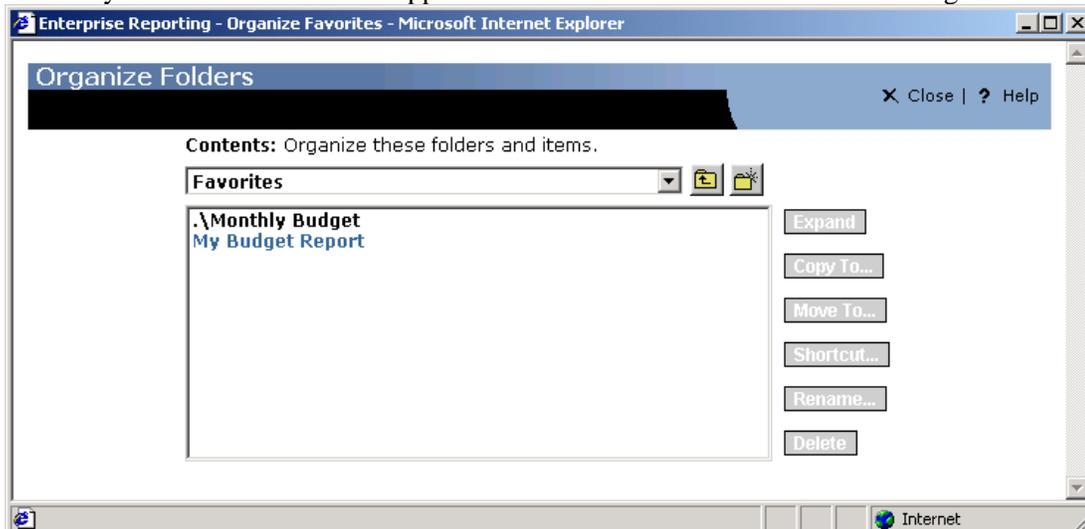
1. You may also create sub folders under the Favorites folder to store the various report shortcuts. To create a sub folder under the Favorites folder, click on the icon to create a new folder.



2. The following screen will appear. Enter the New Folder Name and click **Add**.

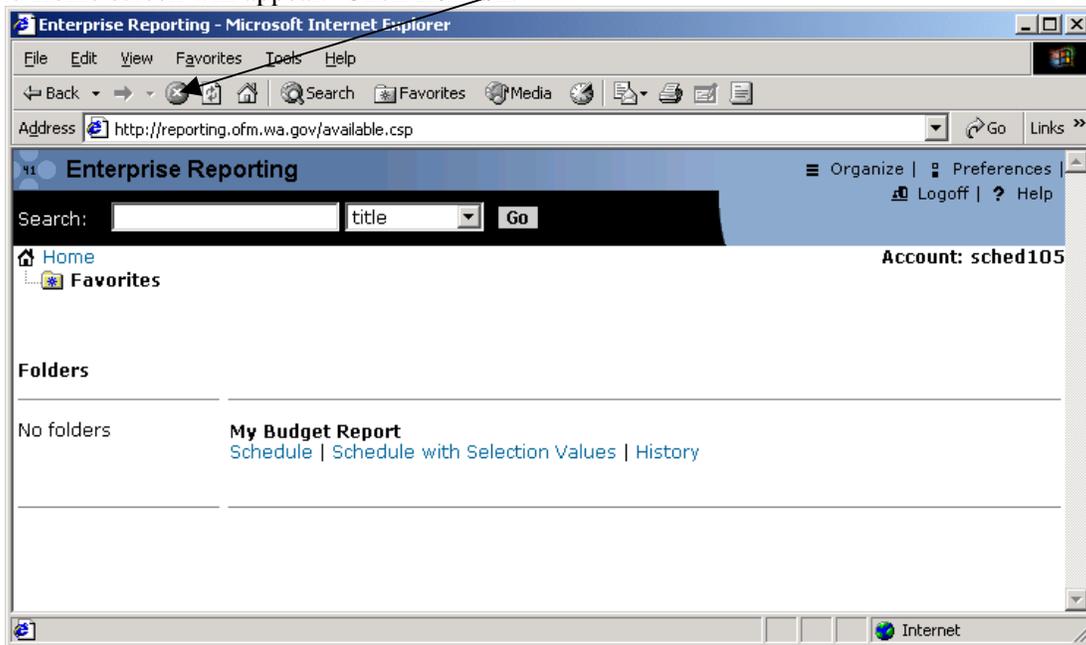


3. The newly created sub folder will appear under the Favorites folder. Close the Organize screen.

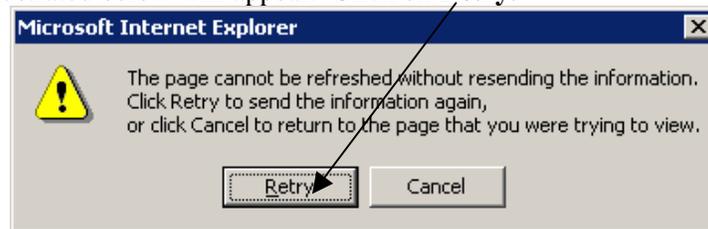


- 4.

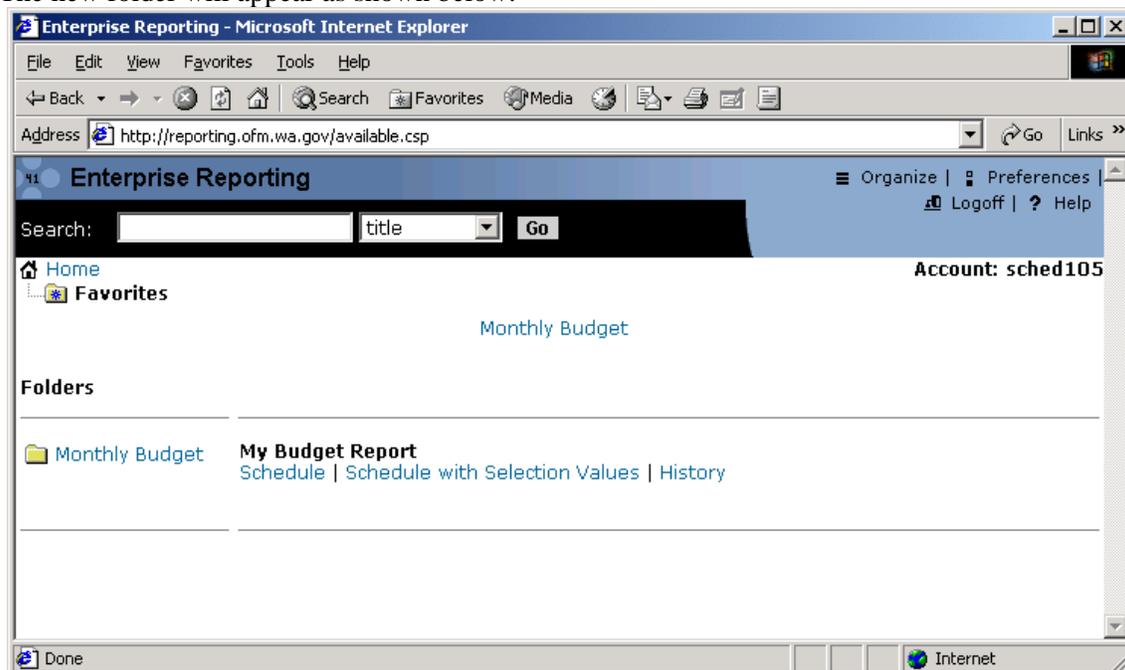
5. The Home screen will appear. Click **Refresh**.



6. The dialog box illustrated below will appear. Click on **Retry**.



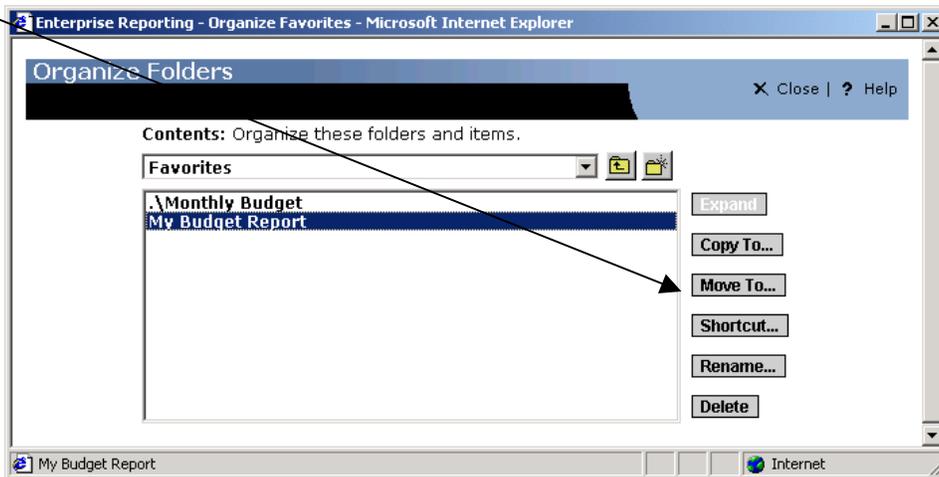
7. The new folder will appear as shown below.



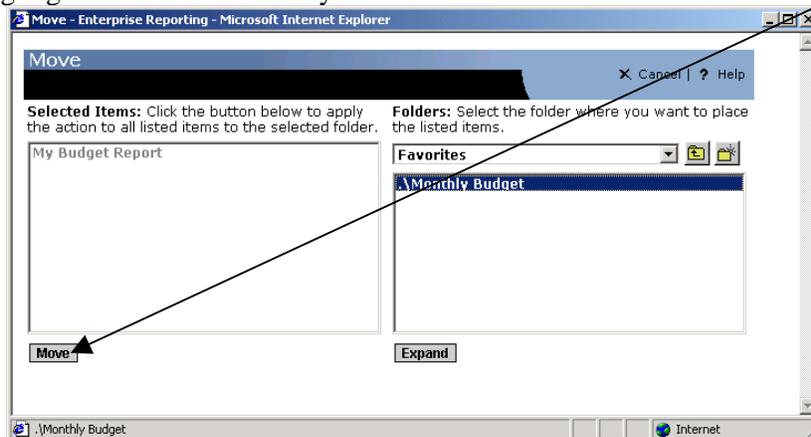
## Moving Shortcuts

You can move shortcuts to other folders in your Favorites folder. Follow the steps below.

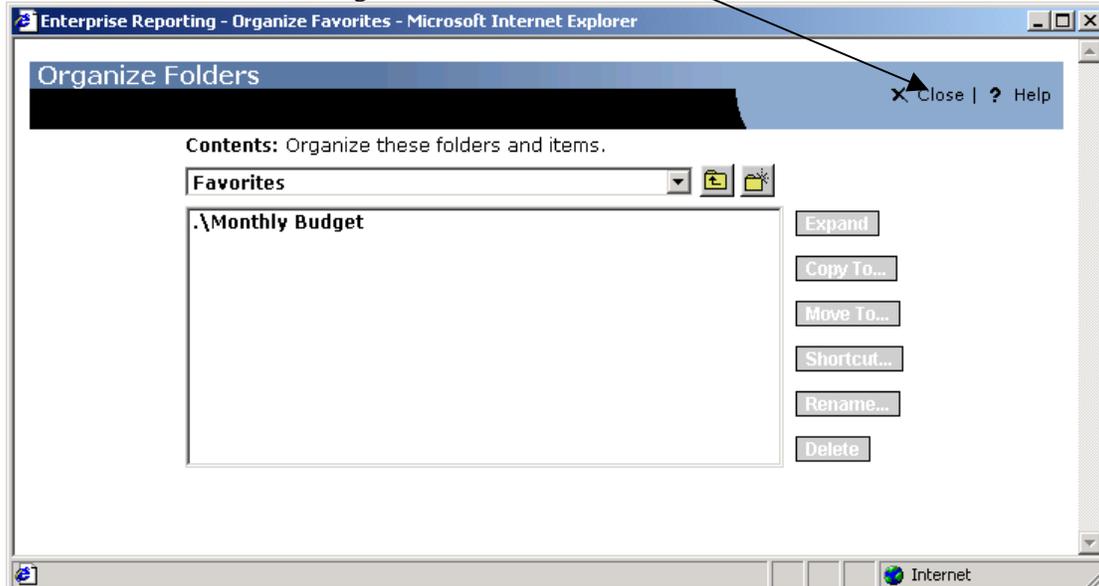
1. Open the Organize window. Highlight the shortcut you want to move to another folder. Click on Move to.



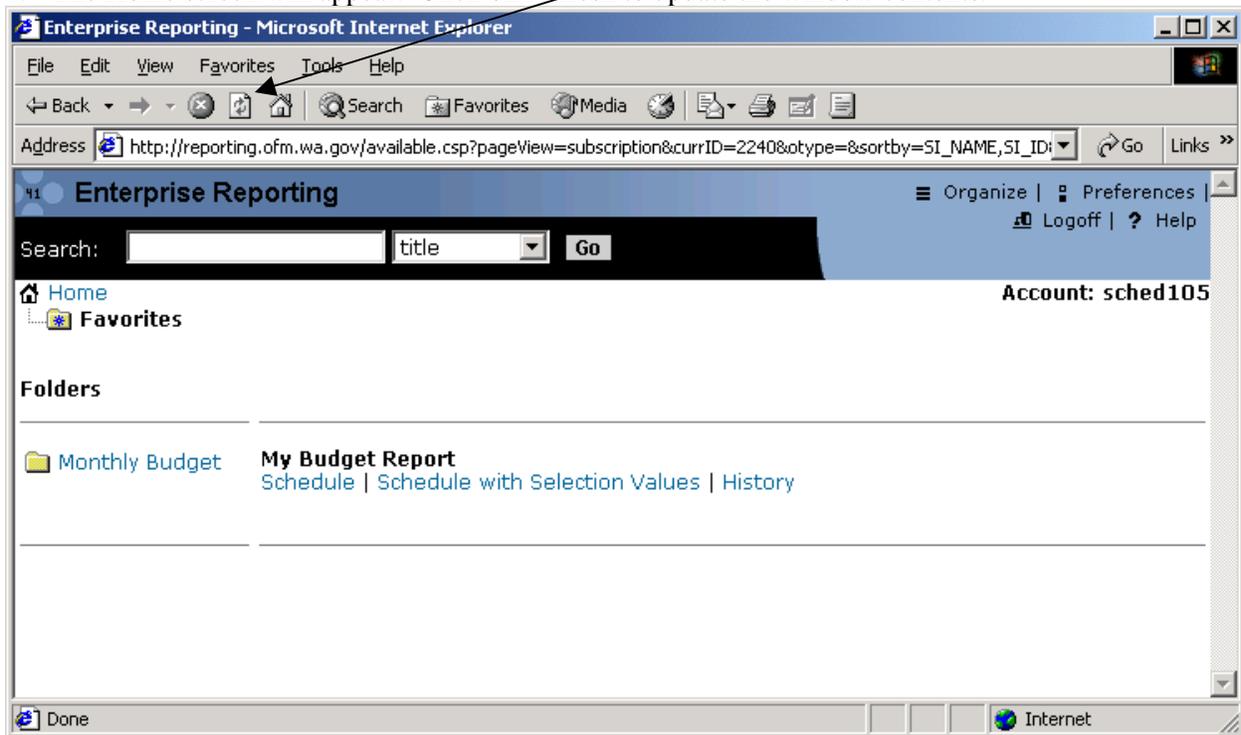
2. Locate and highlight the folder to which you want to move the shortcut. Click on Move.



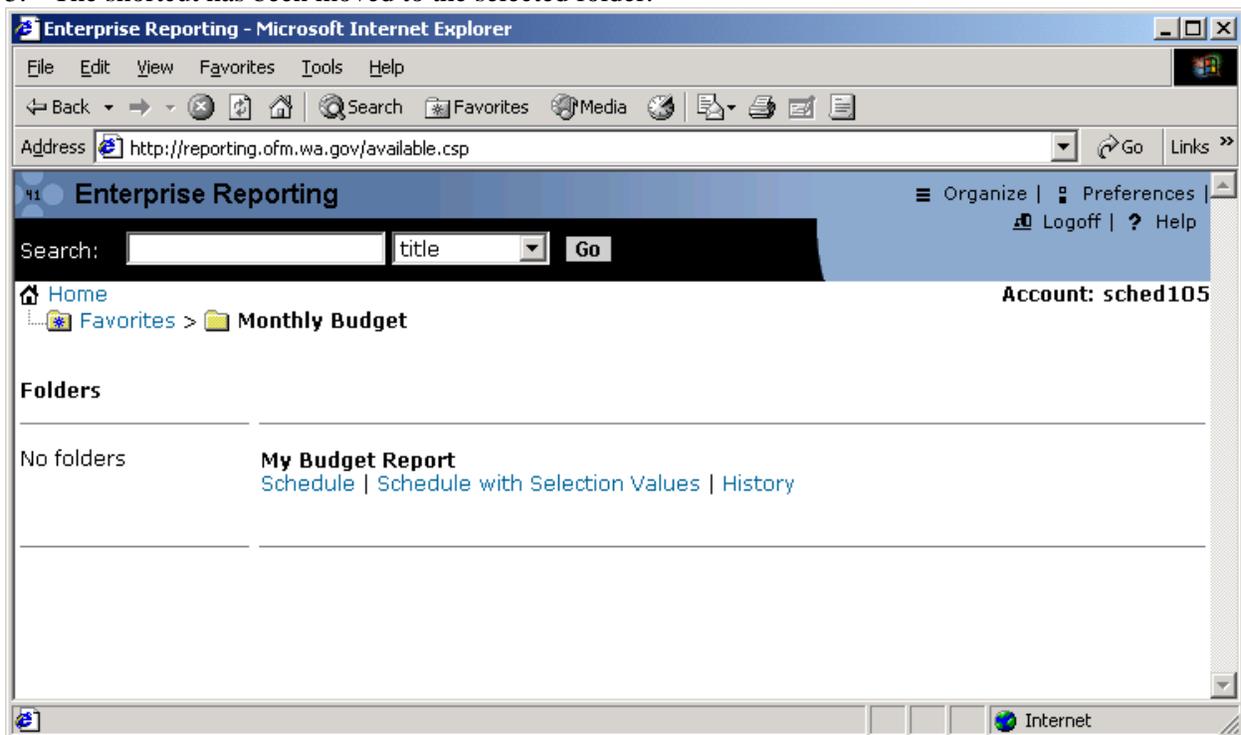
3. The screen will return to the Organize Folders window. Close the window.



4. The Home screen will appear. Click on Refresh to update the window contents.



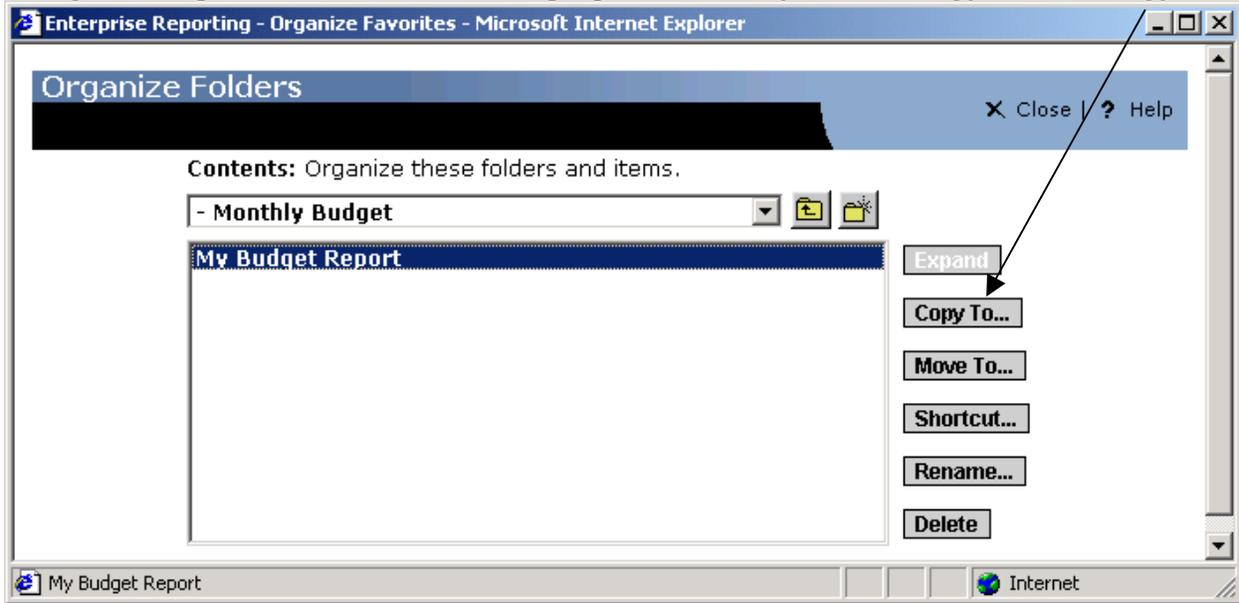
5. The shortcut has been moved to the selected folder.



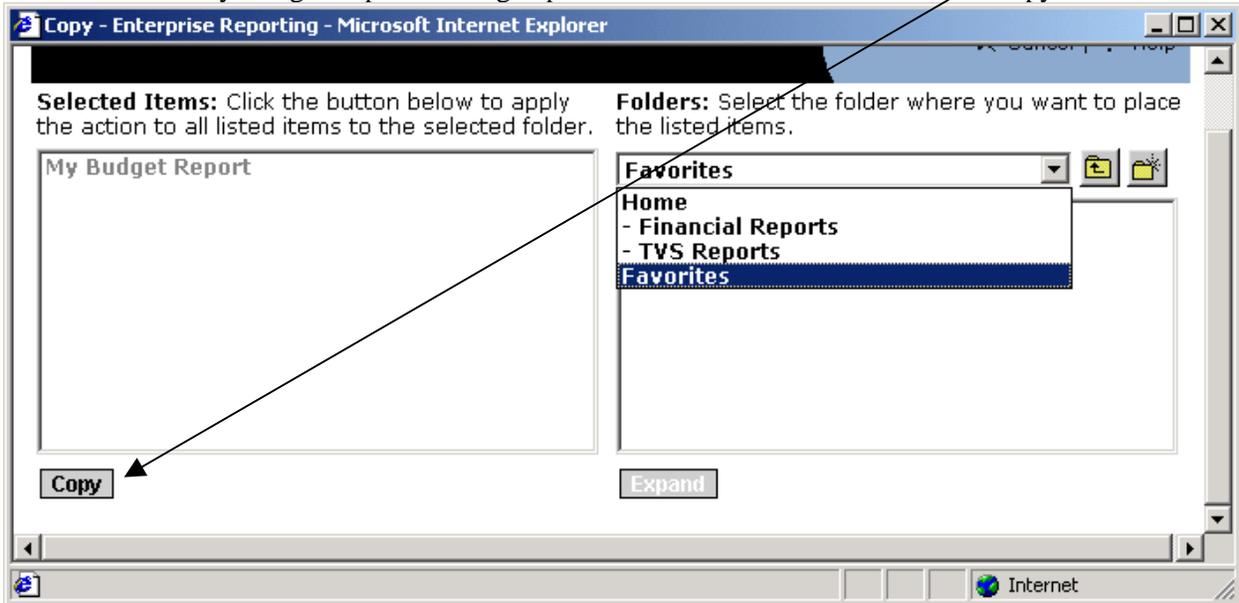
### Copying Shortcuts

You can copy shortcuts to other locations in your Favorites folder. Follow the steps below.

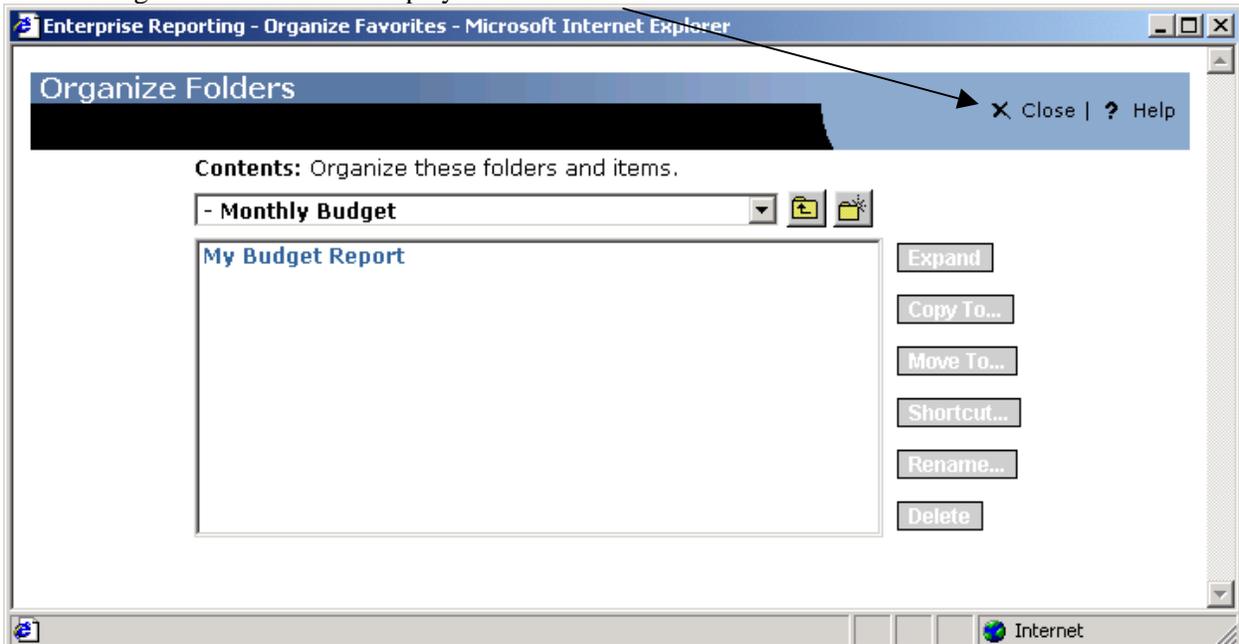
1. Open the Organize window. Locate and highlight the shortcut you want to copy. Click on Copy To.



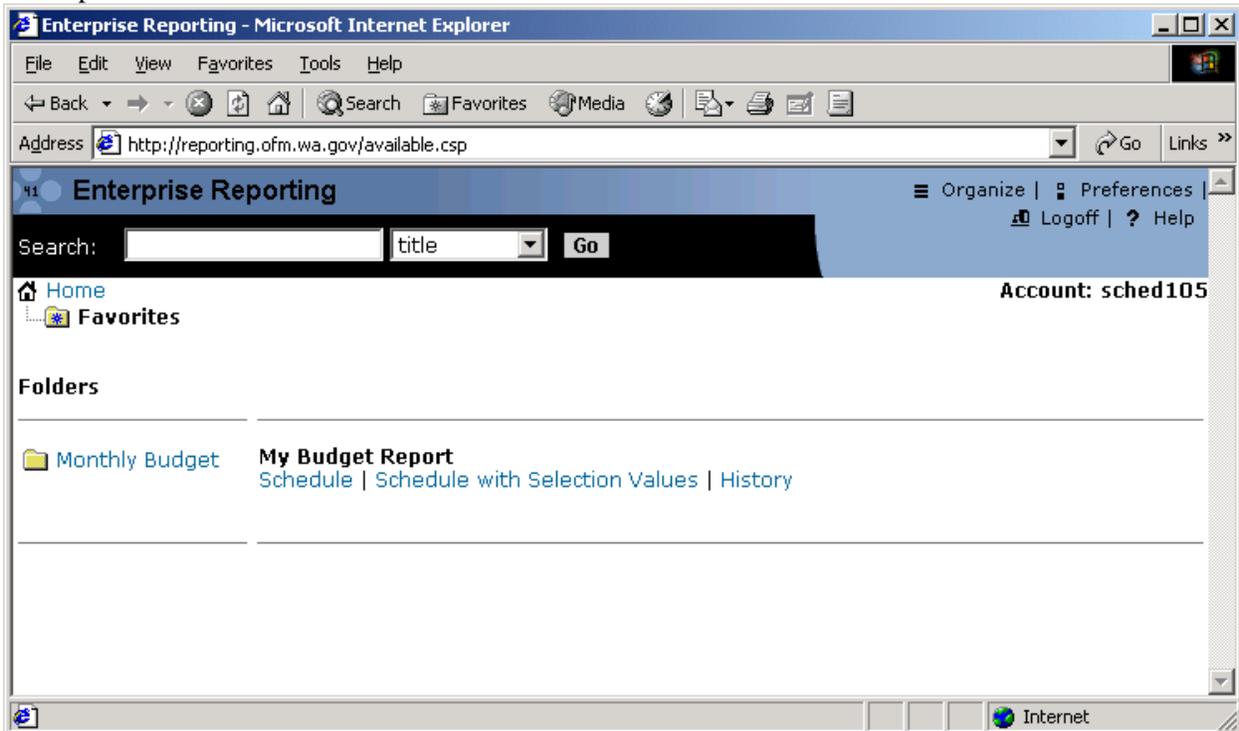
2. Locate and highlight the folder to which you want to copy the shortcut. In the example below, the shortcut for My Budget Report is being copied to the Favorites folder. Click on Copy.



3. The Organize window will display. Click on Close.



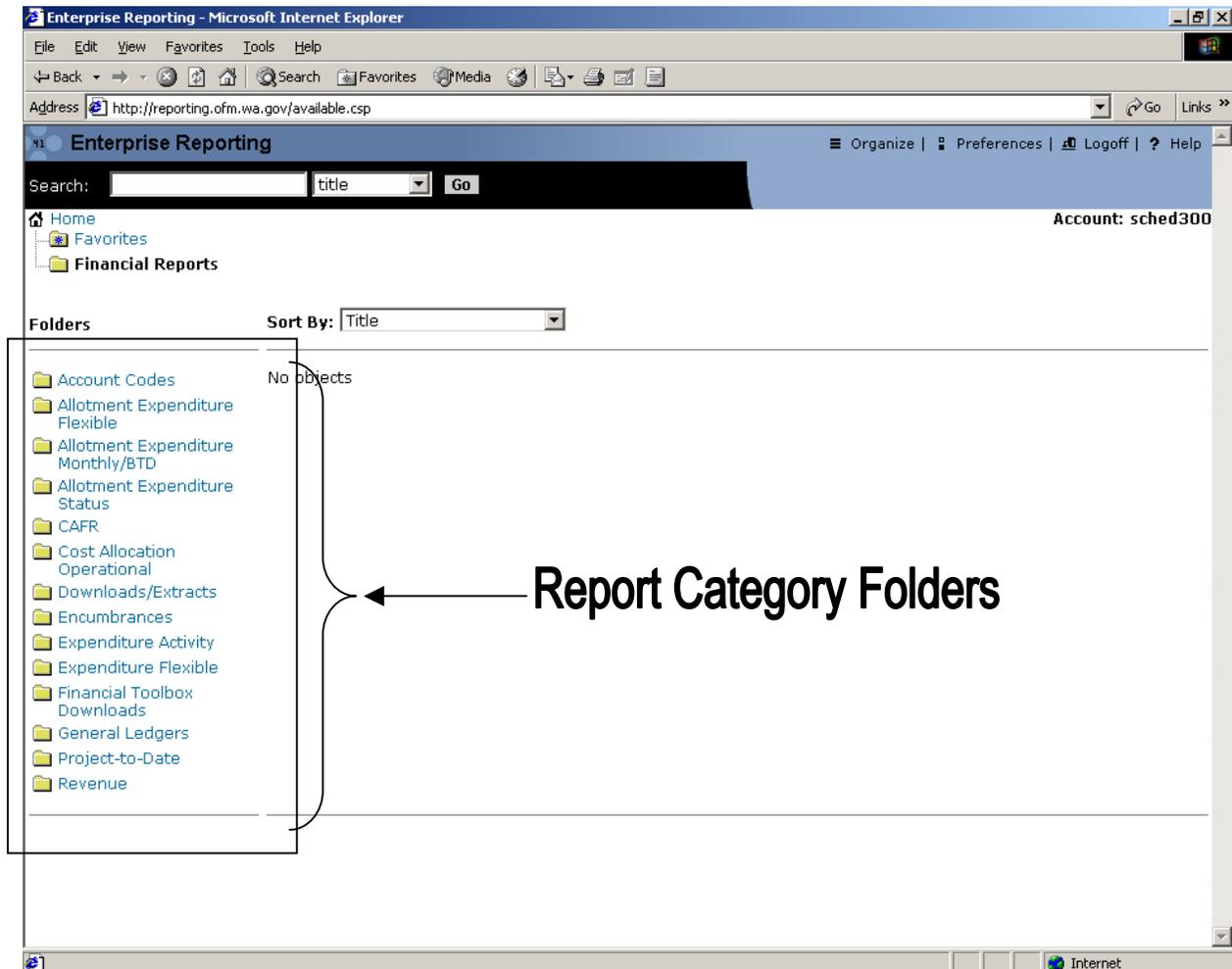
4. The Home Screen will display. Click on the folder to which the shortcut was copied, to see the newly copied shortcut.



## Folder Structure

Folders are structured differently in the CE10 environment. The functional report category folders are shown in the top half of the Home Screen. Currently, only the Financial Reports are in the CE10 reporting environment. As other applications migrate to CE10, additional folders and reports will be created. So, depending on your security access, you may see folders for Budget, Allotment, or Travel, for example.

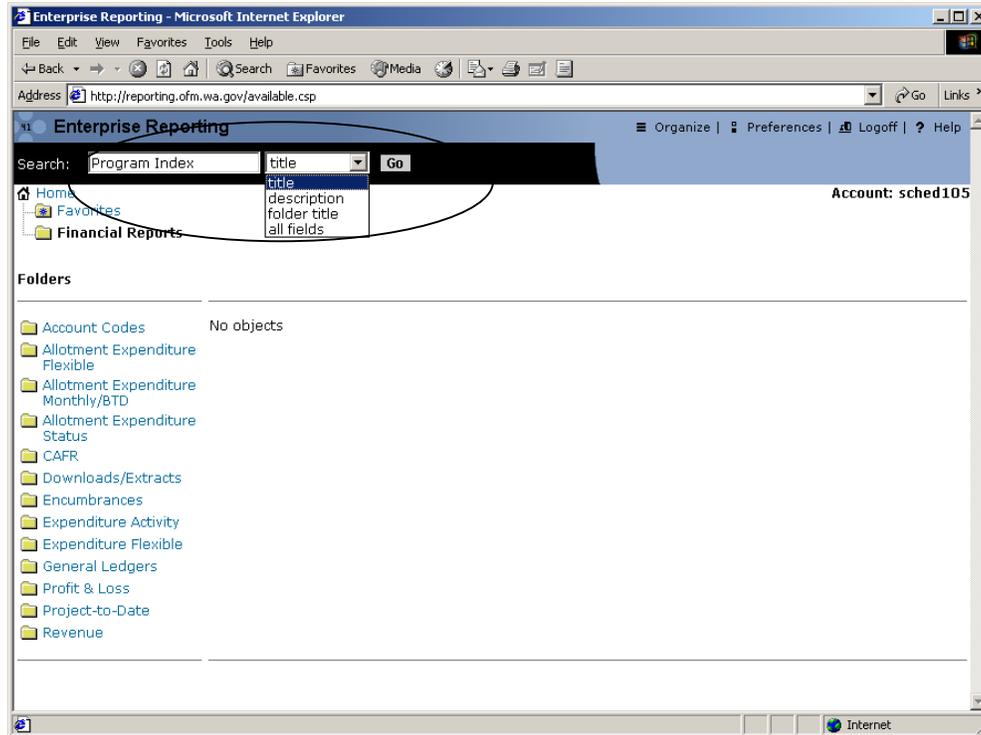
When you select the Financial Reports folder in the top half of the Home Screen, the report category folders will appear in the bottom half of the screen. Note that there is only one folder for each report category, instead of one folder for each biennium as in the previous environment. You can specify the biennium by selecting it from the Parameter Screen, explained later on page 30.



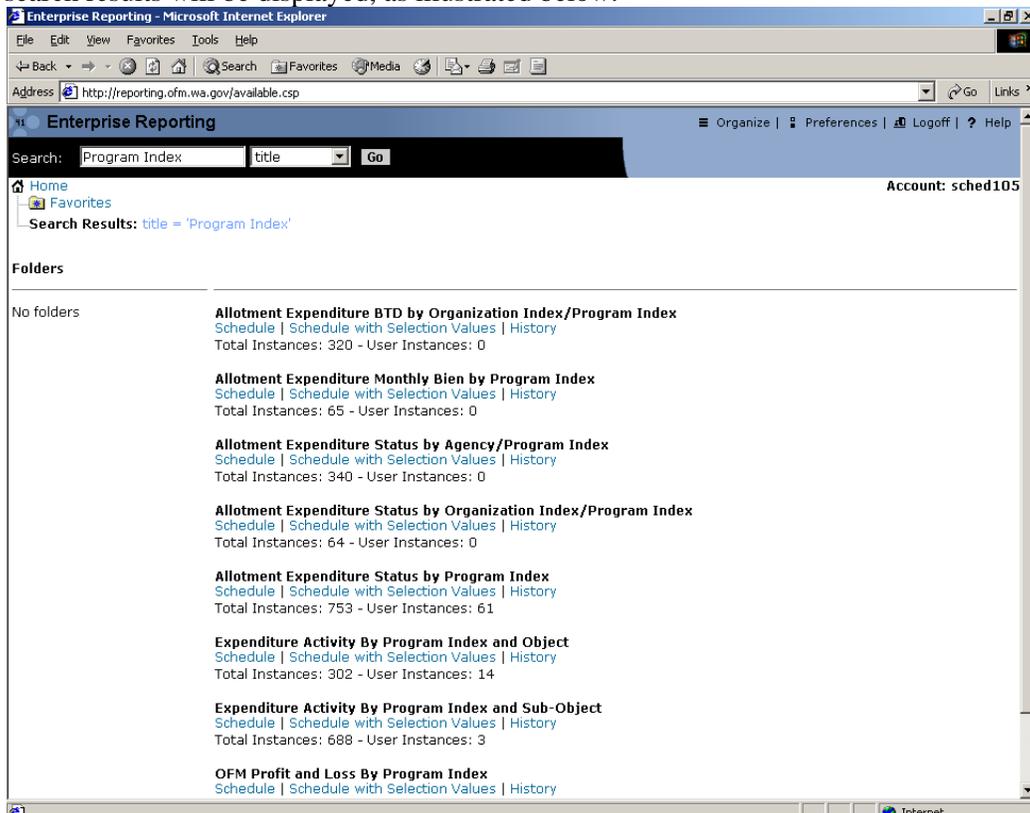
## Searching for Objects

You now have the ability to search report objects to find those that meet certain criteria. A search includes all objects in the Financial Reports folders and in your Favorites folder. For example, you may want to find all report objects that have the words "Program Index" in the title. To perform a search, follow the steps below.

1. Enter a search string in the **Search** field. Select the field you want to search by from the drop down box. Then select **Go**.



2. The search results will be displayed, as illustrated below.



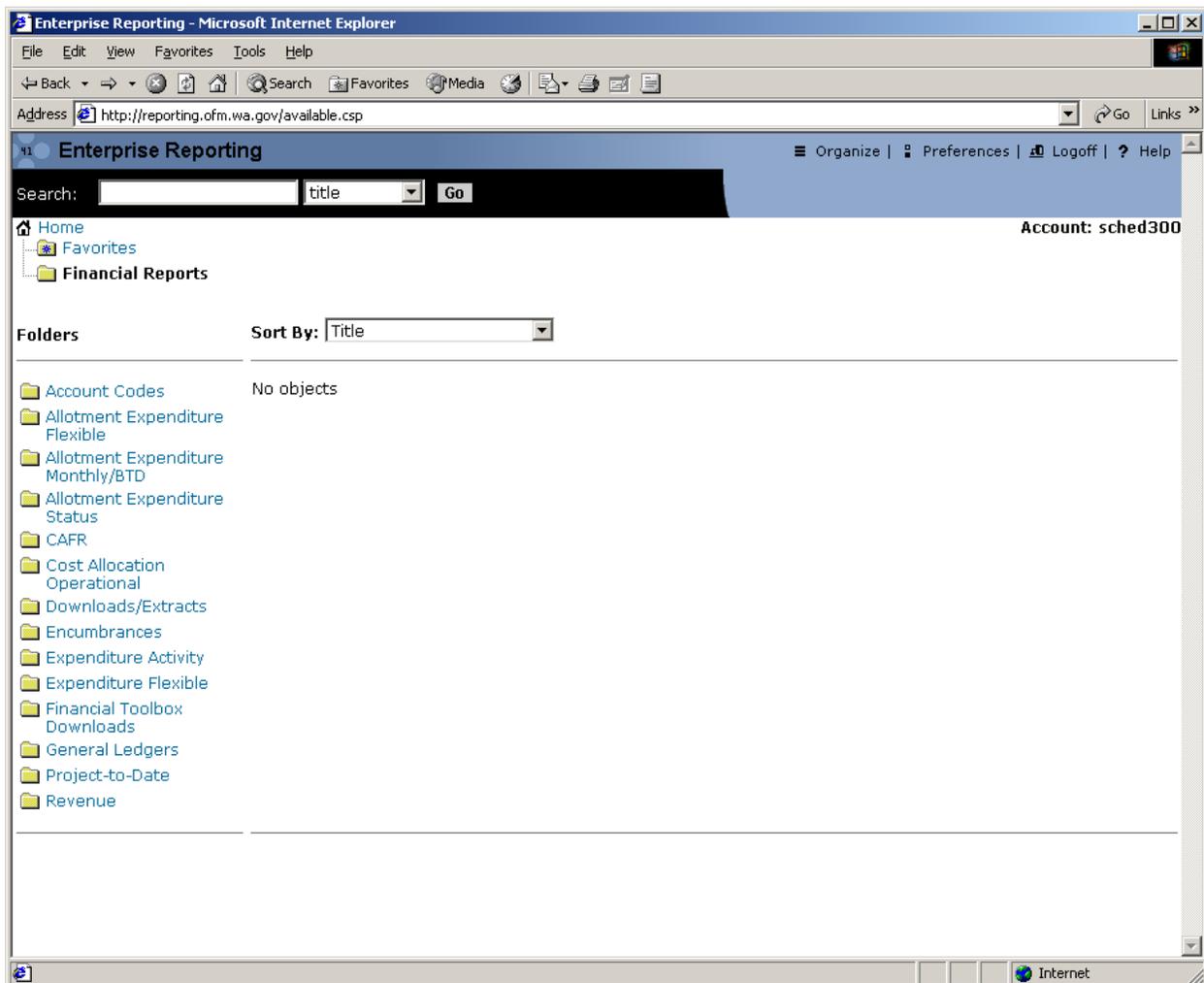
## Scheduling Reports

As described on page 3, there are several changes in report scheduling features. One major change is users access different screens to designate parameter, run-time, destination, and format selections, unlike the previous environment where all selections were made on one screen.

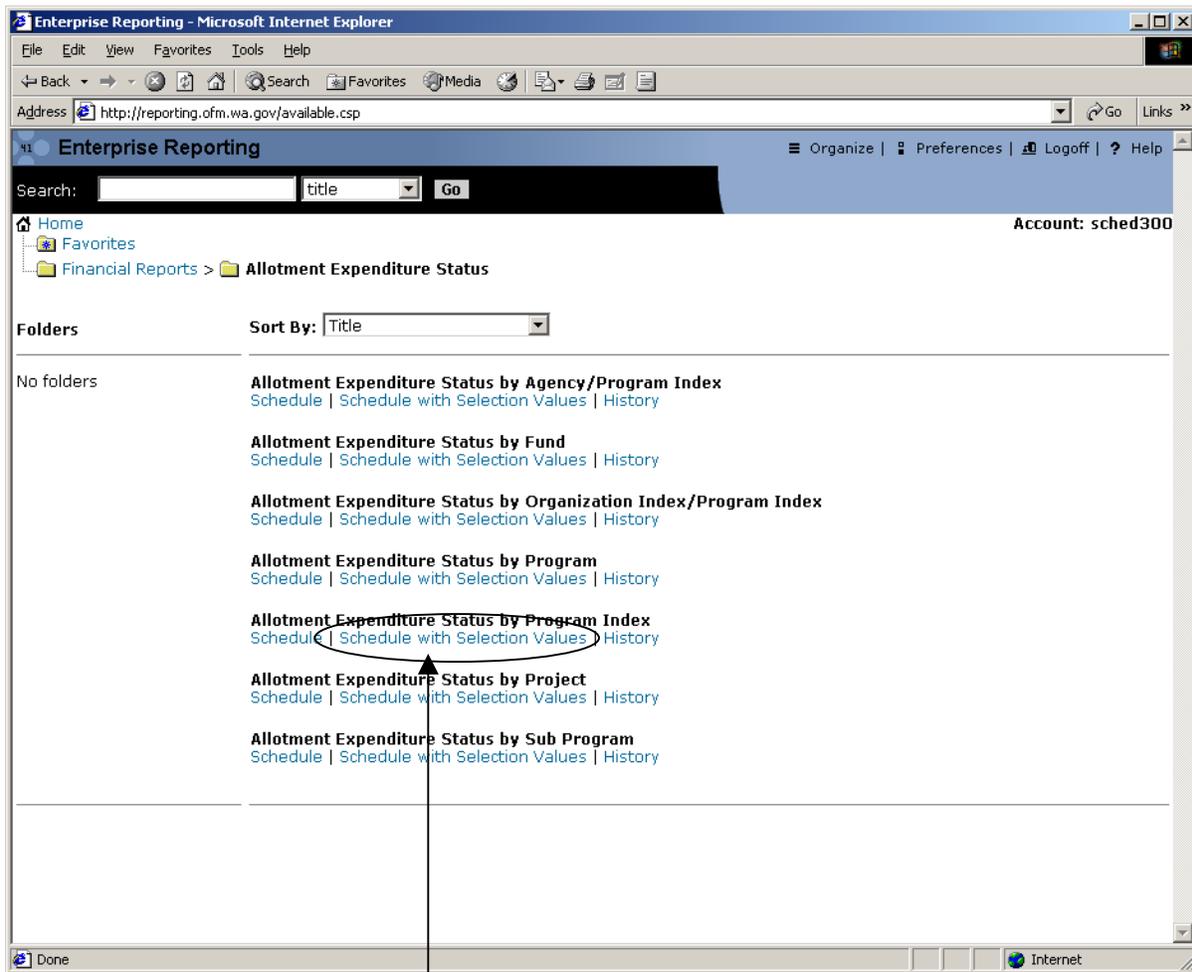
You can schedule a report using a report object in either your Favorites folder or in the Financial Reports folder. The example below illustrates scheduling a report using a report object in the Allotment Expenditure Status category folder.

### Accessing the Selection Screens

1. From the Home Screen, click on the Financial Reports folder. The report category folders will appear in the bottom half of the screen. Then select the category folder that contains the report object that you want to schedule.



2. The report objects in the selected folder will display. In the example below, the Allotment Expenditure Status folder was selected, so all the report objects in this folder are displayed.
3. Note the menu options display underneath each report object, since the Action View option described on page 9 is selected. There are two methods available for scheduling:
  - a) **Schedule**: displays the account code parameter selections without pick list values.
  - b) **Schedule with Selection Values**: displays the account code parameter selections with pick list values.
  - c) You may use whichever method you prefer. The **Schedule** option will load the parameter screen more quickly, since the pick lists are not being loaded. However, if you are unfamiliar with your agency's account code structure, you may prefer the **Schedule with Selection Values** option.
  - d) The following example will use the **Schedule with Selection Values** method.



4. Click on **Schedule with Selection Values** for the report that you want to schedule. In this example, the Allotment Expenditure Status by Program Index report was selected.

## Parameter Selections

The Parameters screen, illustrated below, displays. Here you select how the data should be filtered on the report. The free-form input box displays on the left side, and the pick list values display in the drop-down box on the right. An **Add** button now appears by each parameter.

**Schedule**

Schedule | X Cancel | ? Help

**Allotment Expenditure Status by Program Index**

Customize your options: **Parameters**

---

**Personal Title:**  
New value:  **Add**  
Current value: No current value has been set.

---

**Show parms on every page:**  
New value:  **Add**  
Current value: No current value has been set.

---

**Biennium:**  
New value:  **Default Values:**  **Add**  
Current value: No current value has been set.

---

**Agency:**  
New value:  **Default Values:**  **Add**  
Current value: No current value has been set.

---

**Fiscal Month:**  
New value:  **Default Values:**  **Add**  
Current value: No current value has been set.

---

**Fund:**  
New value:  **Default Values:**  **Add**  
Current value: No current value has been set.

---

**Appropriation:**  
New value:  **Default Values:**  **Add**  
Current value: No current value has been set.

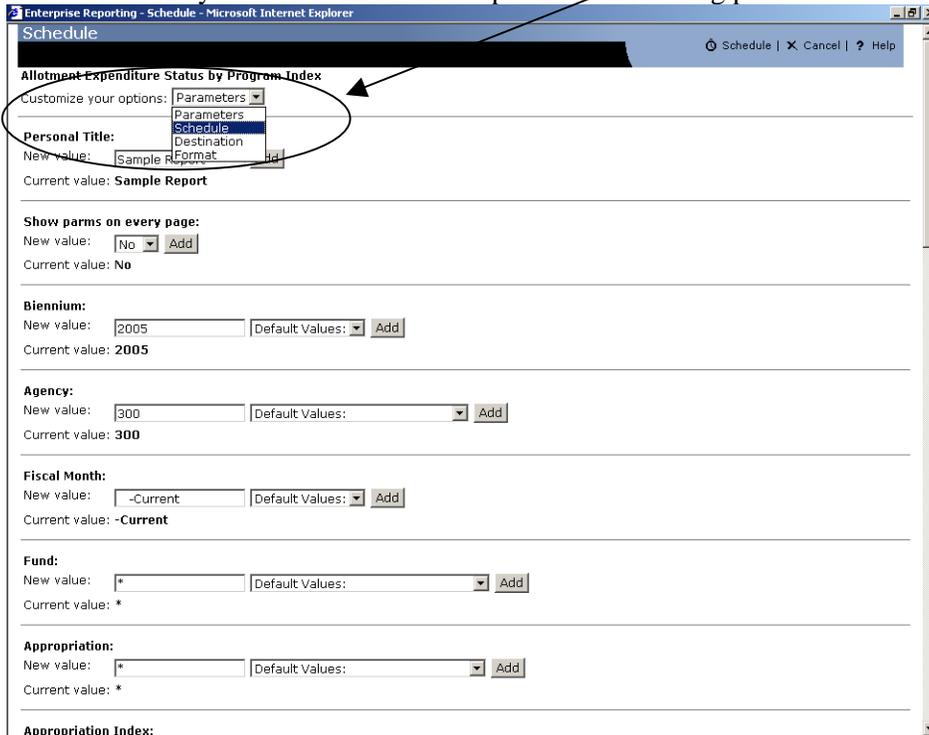
---

**Appropriation Index:**

Make your selections using either the free-form area or the pick lists. When you have completed making all your selections, click on any **Add** button. The **Current Value** fields will be updated for each parameter. This process may take many seconds, especially for agencies with a large volume of account codes, so please be patient. **NOTE:** If you need to run a report for a different biennium or agency, change the values for these parameters first, and then click **Add**. This will update the account code selection parameters with the appropriate values for the biennium and/or agency selected.

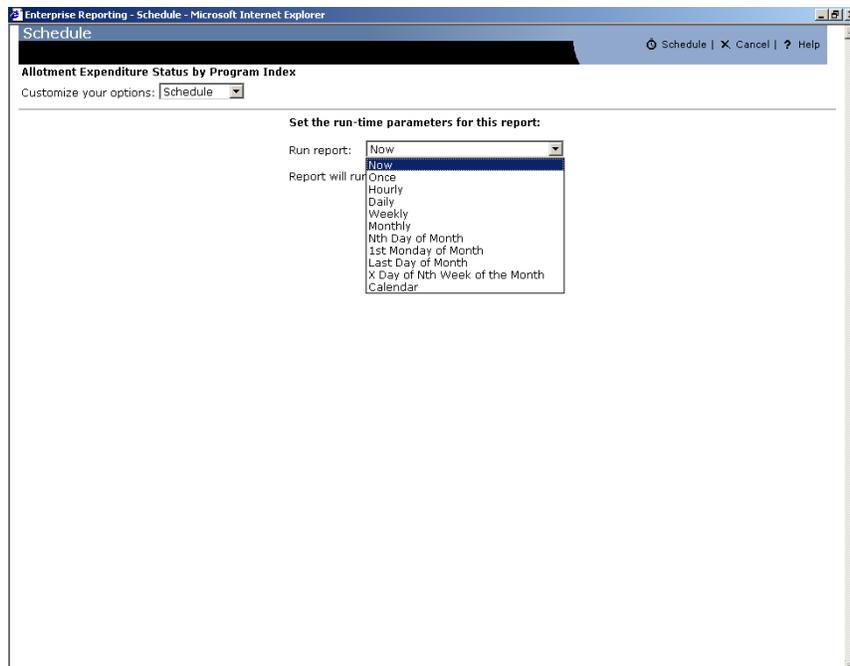
The image displays two screenshots of the 'Enterprise Reporting - Schedule' web application interface. The top screenshot shows the 'Allotment Expenditure Status by Program Index' section. It includes a 'Personal Title' field with a new value of 'Sample Report' and a current value of 'Sample Report'. Below it is a 'Show parms on every page' section with a new value of 'No' and a current value of 'No'. The 'Biennium' section has a new value of '2005' and a current value of '2005'. The 'Agency' section has a new value of '300' and a current value of '300'. The 'Fiscal Month' section has a new value of '-Current' and a current value of '-Current'. The 'Fund' and 'Appropriation' sections both have a new value of '\*' and a current value of '\*'. The bottom screenshot shows the 'Appropriation Index' section. It includes an 'Appropriation Index' field with a new value of '\*' and a current value of '\*'. Below it is an 'Appropriation Type' field with a new value of '\*' and a current value of '\*'. The 'Program' section has a new value of '\*' and a current value of '\*'. The 'Sub Program' section has a new value of '\*' and a current value of '\*'. The 'Activity' section has a new value of '\*' and a current value of '\*'. The 'Sub Activity' section has a new value of '\*' and a current value of '\*'. The 'Program Index' section has a new value of 'K4211' and a current value of 'K4211'. The 'Object' section has a new value of '\*' and a current value of '\*'. Each field includes a 'Default Values' dropdown menu and an 'Add' button.

Go to the top of this screen and click on the down arrow in the **Customize your options** field. Here you will see additional selections you need to make to complete the scheduling process.



## Run Time Parameters

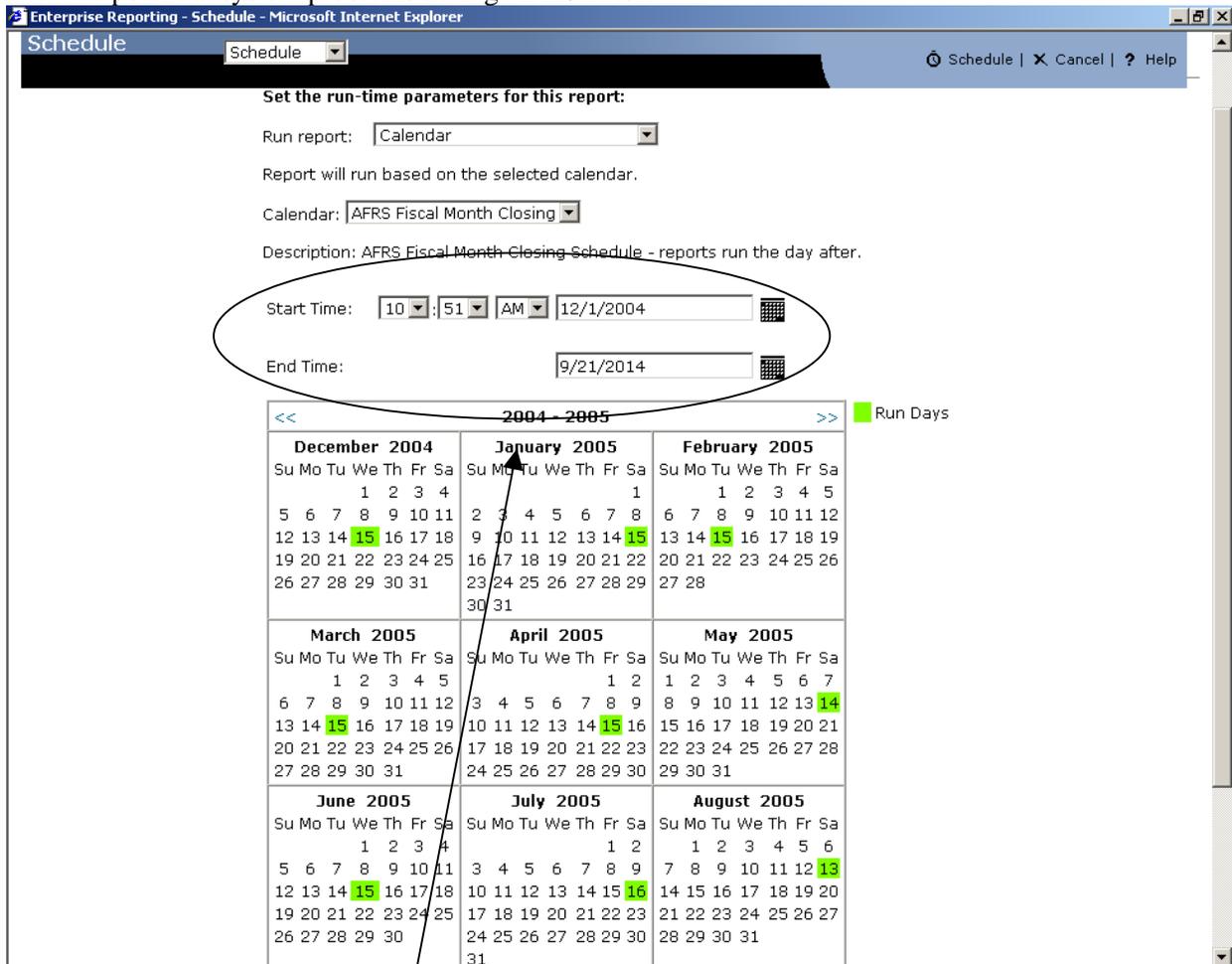
The Schedule selection provides options for setting the **Run-Time** parameters for the report. The default value is **Now**. Click on the drop-down box in the **Run report** field to see the available choices. See page 33 for information on using two new options now available: **Calendar** and **X Day of Nth Week of the Month**.



Two new items available in CE10 are the following:

- a) **Calendar:** This provides the ability to schedule reports based on a customized calendar, such as the AFRS closing dates calendar.
- b) **X day of Nth week of month:** This provides the ability to schedule a report every Nth week on a selected day of the week.

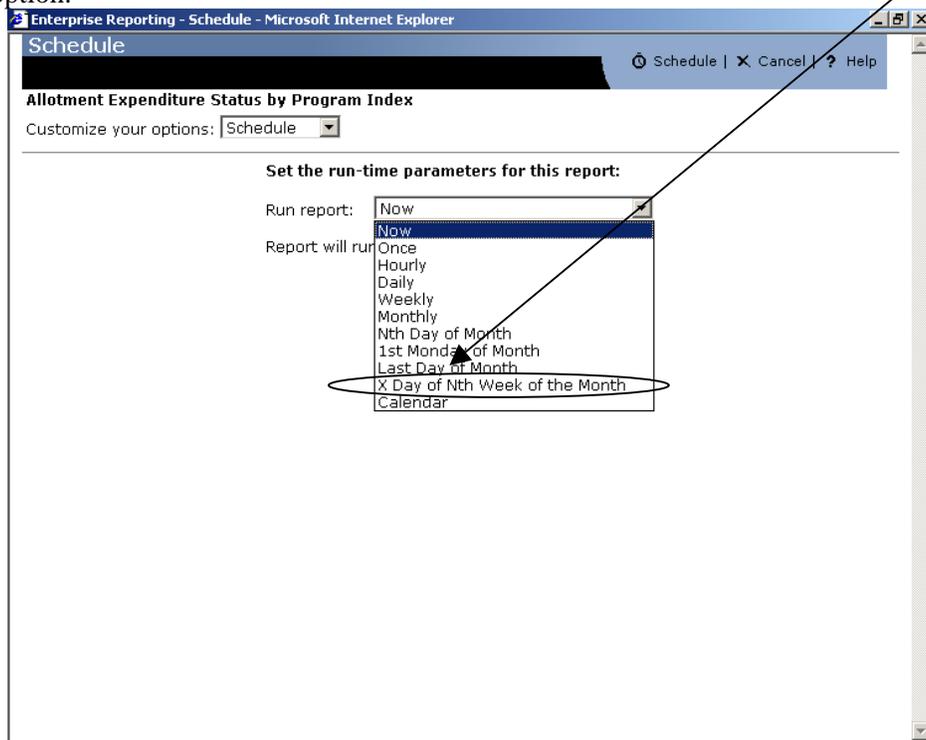
To schedule a report using the Calendar option, click on **Calendar** from the Schedule menu and select the desired calendar. In the example below, the AFRS Fiscal Month Closing calendar was selected. The screen illustrated below will display. This calendar displays the AFRS Fiscal Month Closing dates. A report scheduled using this calendar will run the day after each AFRS Fiscal Month close. **NOTE:** If there is no urgent need, use a fixed date of the month for monthly recurring reports. This will help alleviate potential system problems during AFRS cutoff.



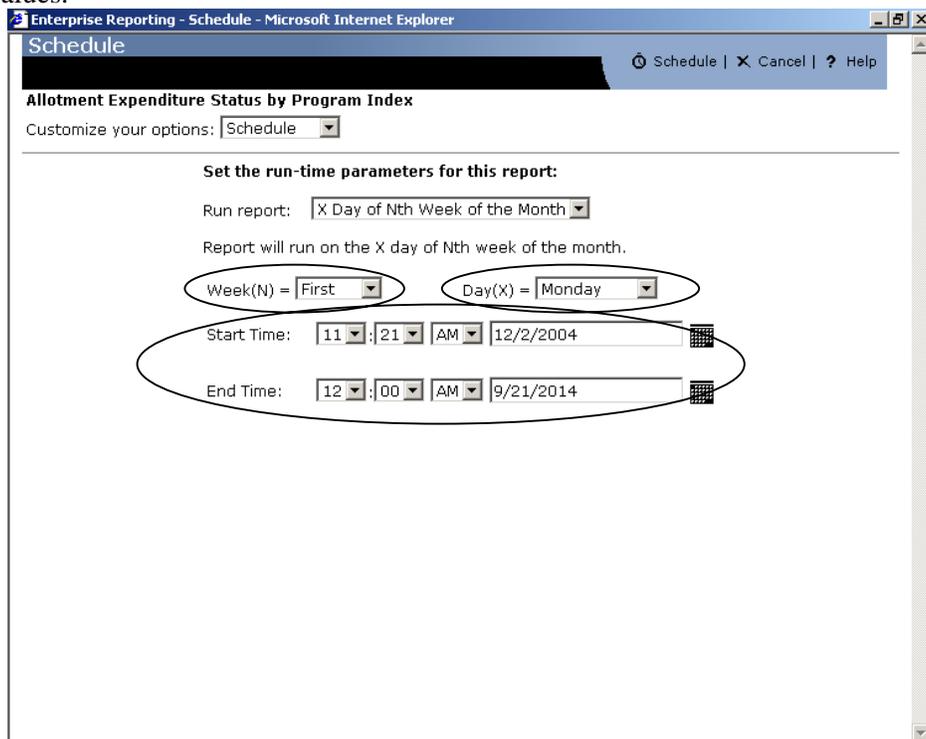
Change the **Start Time** to the desired value. Select an **End Time**. Note that the default is **ten years** from the **Start Time** so we strongly recommend changing it to an earlier date.

Other calendar selections are also available. As the need arises, additional calendars can be set up by the system administrator.

To schedule a report on a certain day of a certain week of every month, use the **X day of Nth Week of the Month** option.



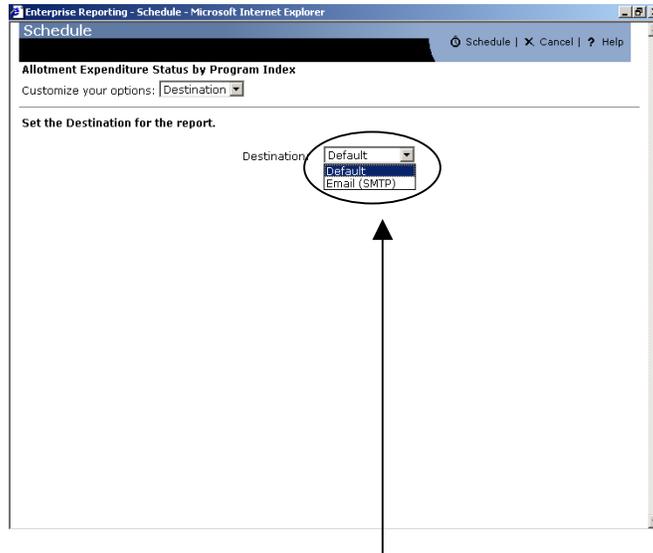
The following screen will display. Select the week from the drop-down list in the **Week (N)** field and the day of the week from the drop-down list in the **Day (X)** field. Change the **Start Time** and **End Time** to the desired values.



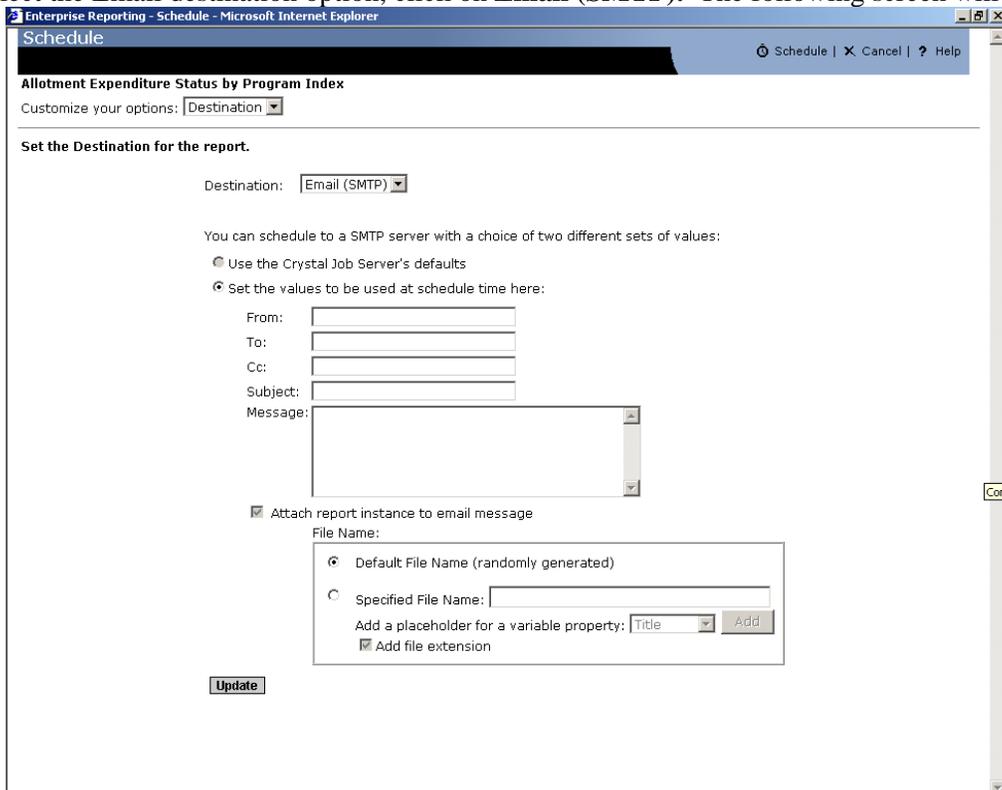
## Destination Selections

The Destination selections determine where your report instance will be sent after processing. The following options are available:

- a. **Default:** Selecting this will send the report to the default location, for subsequent viewing and printing.
- b. **Email (SMTP):** This is a new feature, providing the ability to schedule a report to an email destination. **CAUTION:** Before using this feature, please run a report to see how large the report will be. If the file size is very large, problems could result when the report is being sent to the designated email address.



1. To select the Email destination option, click on **Email (SMTP)**. The following screen will display.



2. Make entries in the following fields:
  - a. The **From:** field is already populated with the user's email address.
  - b. Enter an email address in **To:** field.
  - c. If you wish, enter an optional **Subject** and **Message** in the appropriate fields.
  - d. Note that the field **Attach report instance to email message** is checked, indicating that the instance will automatically be included as an attachment.
  - e. In the **File Name** field, you can leave the default selection of **Default File Name**. To provide a more meaningful name, enter a specific file name in the **Specified File Name** field.
  - f. You can also choose to add selected fields to **Specified File Name** from the drop-down list provided in the **Add a placeholder for a variable property** field. The following options are available:
    - i) **Title:** adds the title of the report
    - ii) **Owner:** adds the logon ID of the user scheduling the report instance
    - iii) **DateTime:** adds the report instance start date and time
  - g. The **Add file extension**, when checked, will append a file extension to the specified file name field based on the format selected (e.g., PDF or .XLS). See page 38 for information on available formats.

Enterprise Reporting - Schedule - Microsoft Internet Explorer

Schedule

Schedule | Cancel | Help

Allotment Expenditure Status by Program Index

Customize your options: Destination

Set the Destination for the report.

Destination: Email (SMTP)

You can schedule to a SMTP server with a choice of two different sets of values:

Use the Crystal Job Server's defaults

Set the values to be used at schedule time here:

From: Sender@agency.wa.gov

To: Recipient@agency.wa.gov

Cc:

Subject:

Message:

Attach report instance to email message

File Name:

Default File Name (randomly generated)

Specified File Name:

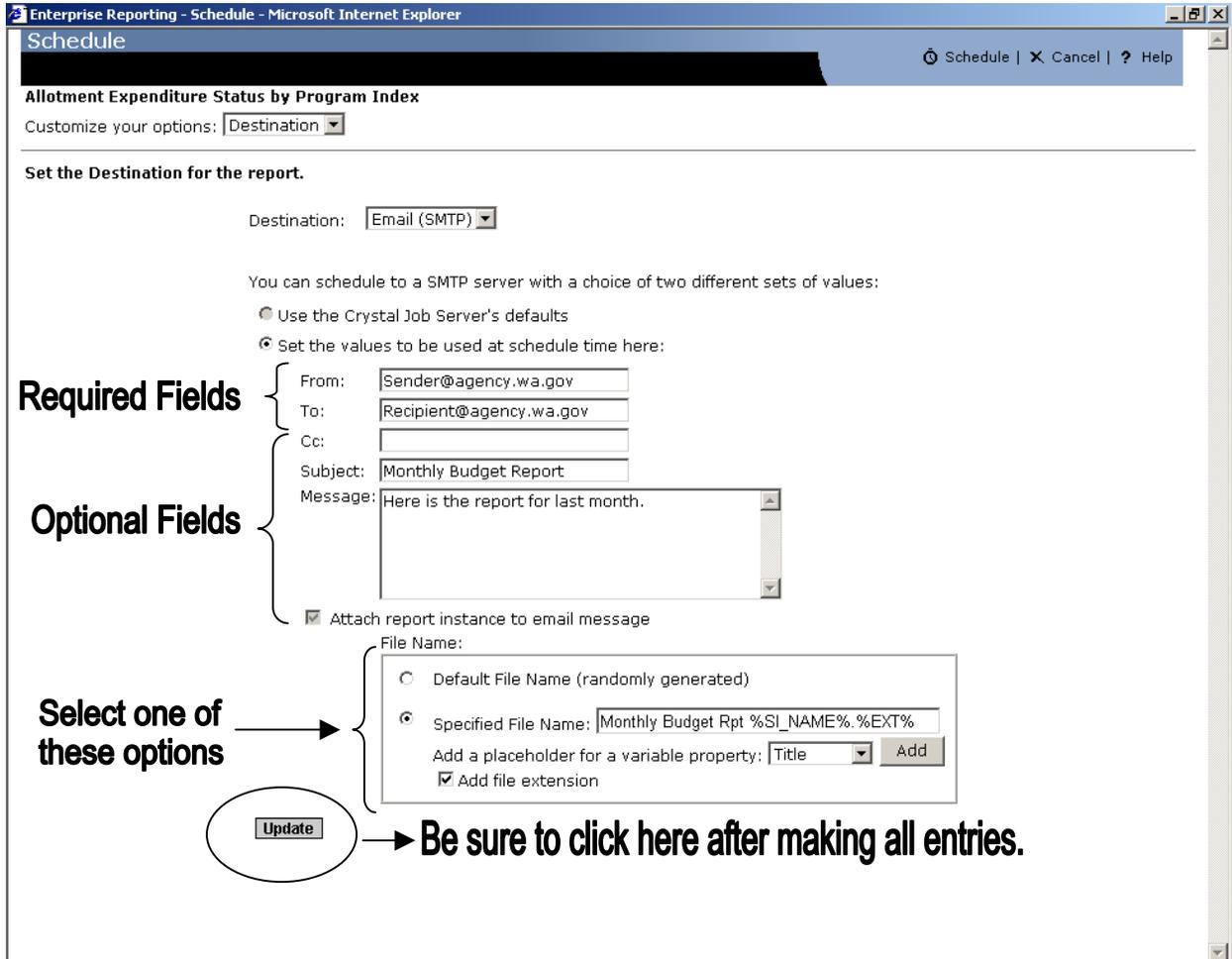
Add a placeholder for a variable property: Title Add

Add file extension

Title  
Owner  
DateTime

Update

3. After completing all entries, click on **Update**. Here is an example of how the entries will appear after entering data in the fields described above. A specified file name was entered, and the placeholder for **Title** was added.



4. **IMPORTANT:** When using this feature, it is recommended that you use either the Adobe Acrobat or Excel file format from the Format menu. See page 38 for information on setting formats. If the default file format of Crystal Report (.rpt) is used, the recipient will need a special viewer file to open the report. See page 51 for more information on this.

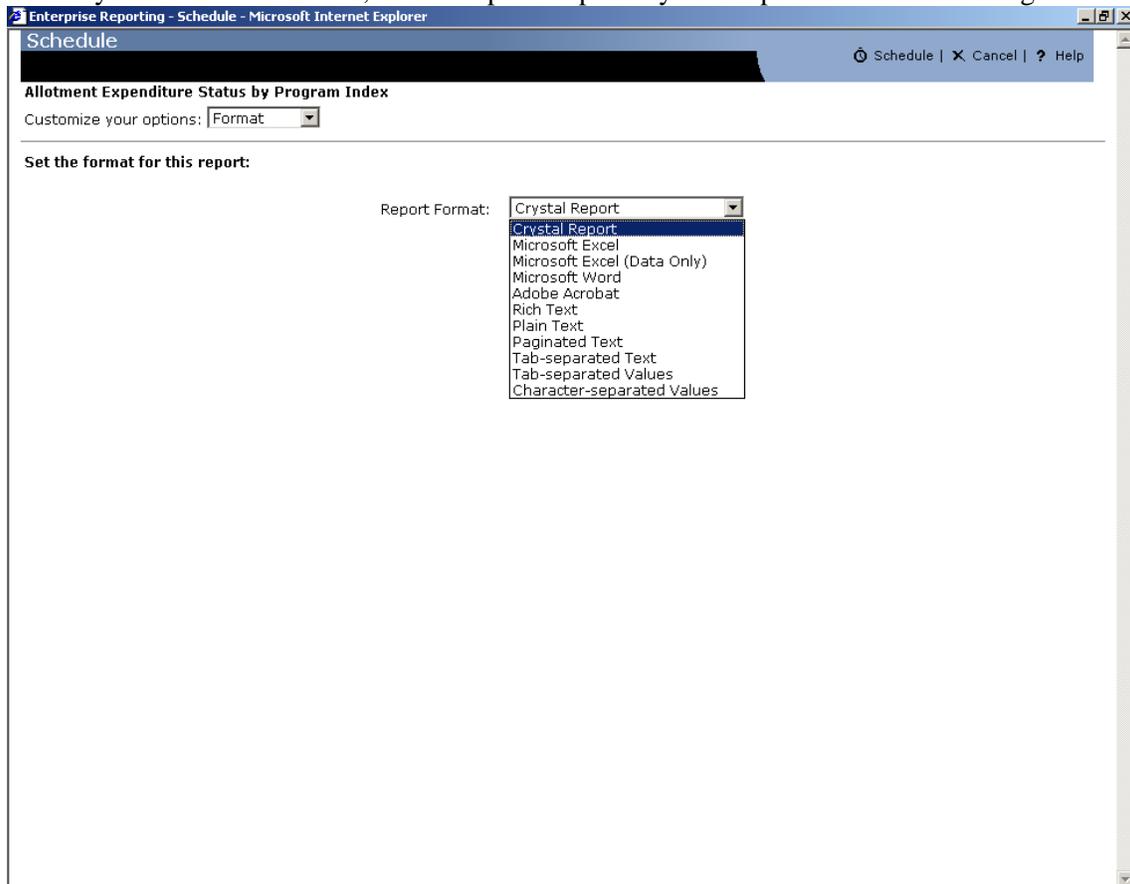
## Report Format Selections

The last option in the Schedule menu is **Format**. When you select this option, the screen below will display. The default format for most reports is Crystal Report. The default format for reports in the Account Codes, Downloads/Extracts and in the Financial Toolbox Download folders (DSHS only reports) is Microsoft Excel (Data Only), with the settings that will produce the optimum format. If you want to schedule a report in its default format, then you do not need to do anything on this screen.

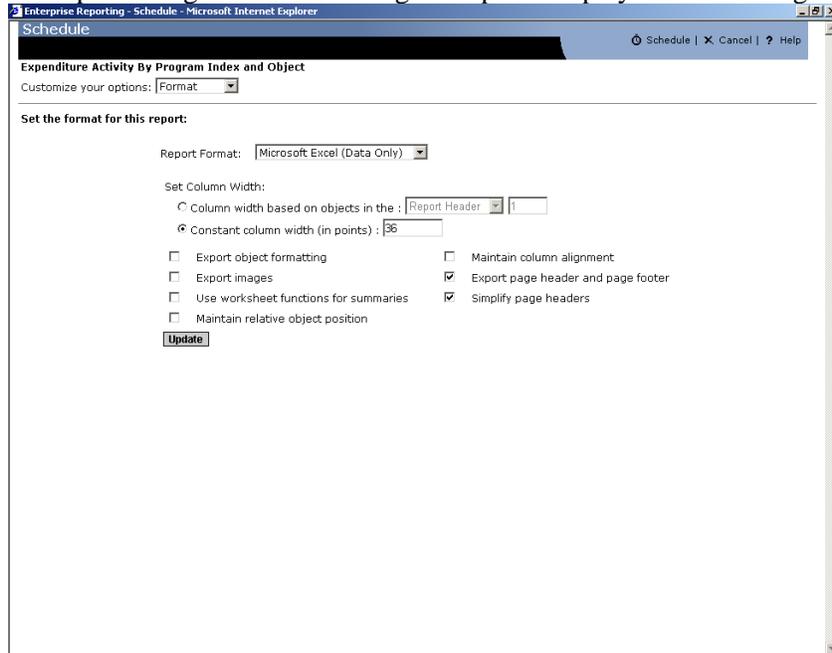
If you want to schedule a report in a format different from the default, you may choose from the selections illustrated below. Support will be provided for the following formats:

- a) Adobe Acrobat
- b) Crystal Report
- c) Microsoft Excel
- d) Microsoft Excel (Data Only)
- e) Character-separated Values

You may use the other formats, but the report output may not be preserved from the original format.

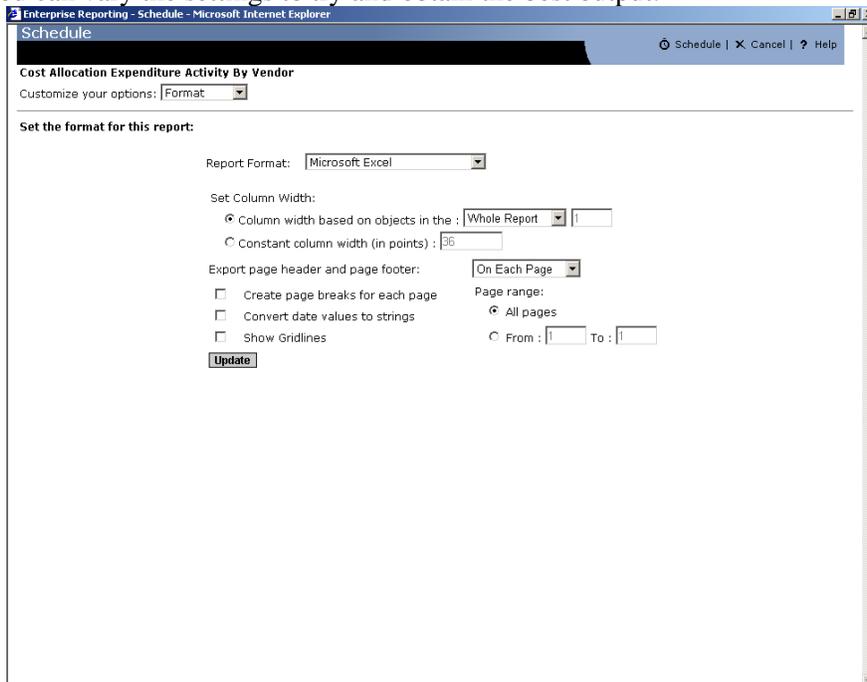


A new format available in the CE10 interface is Microsoft Excel (Data Only). The format saves the data fields, with each cell representing a field. Selecting this option displays the following screen:



You can control the report output by changing the settings above. The reports designed specifically for Excel format will have the default settings specified for optimal format. These include reports in the Account Codes, Downloads/Extracts and Financial Toolbox Downloads (for DSHS users) categories. As long as users do not change any of the settings when scheduling these reports, the report format should be satisfactory.

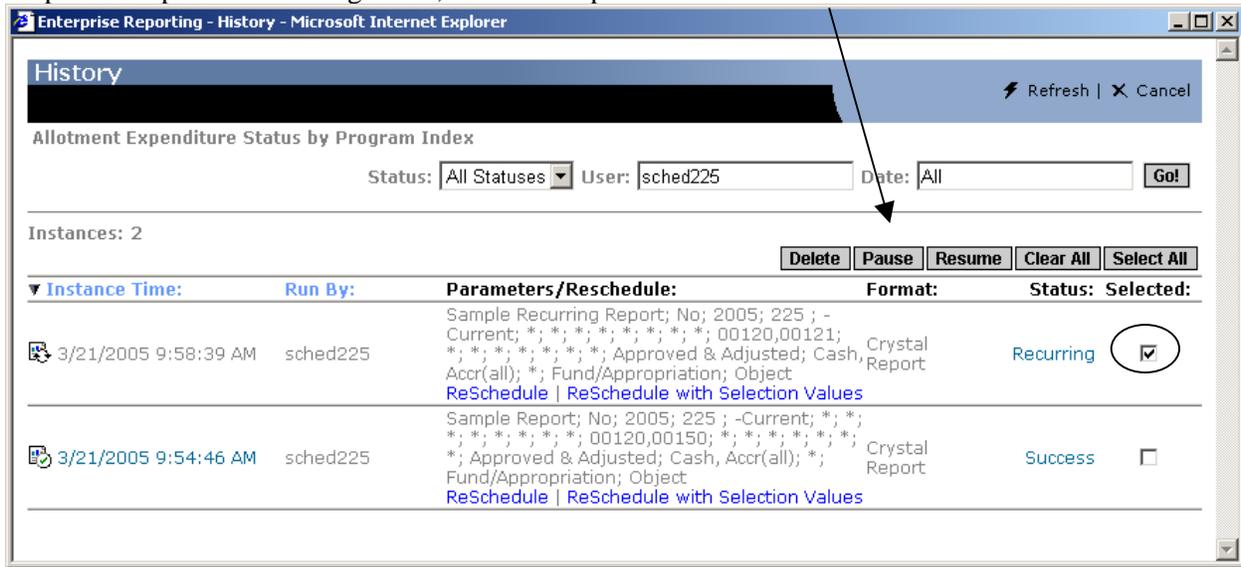
Selecting the **Microsoft Excel** format displays the screen illustrated below. Similar to the Excel (Data Only) format you can vary the settings to try and obtain the best output.



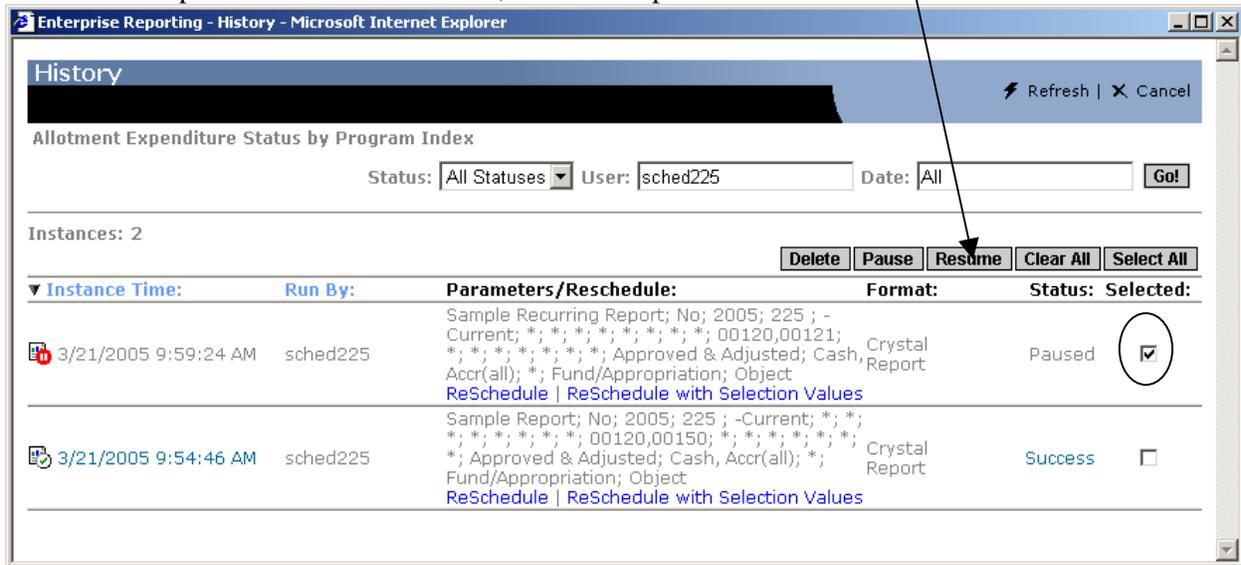




To pause a report in Recurring status, select the report and click on **Pause**.



To resume a report that is in Paused status, select the report and click on **Resume**.

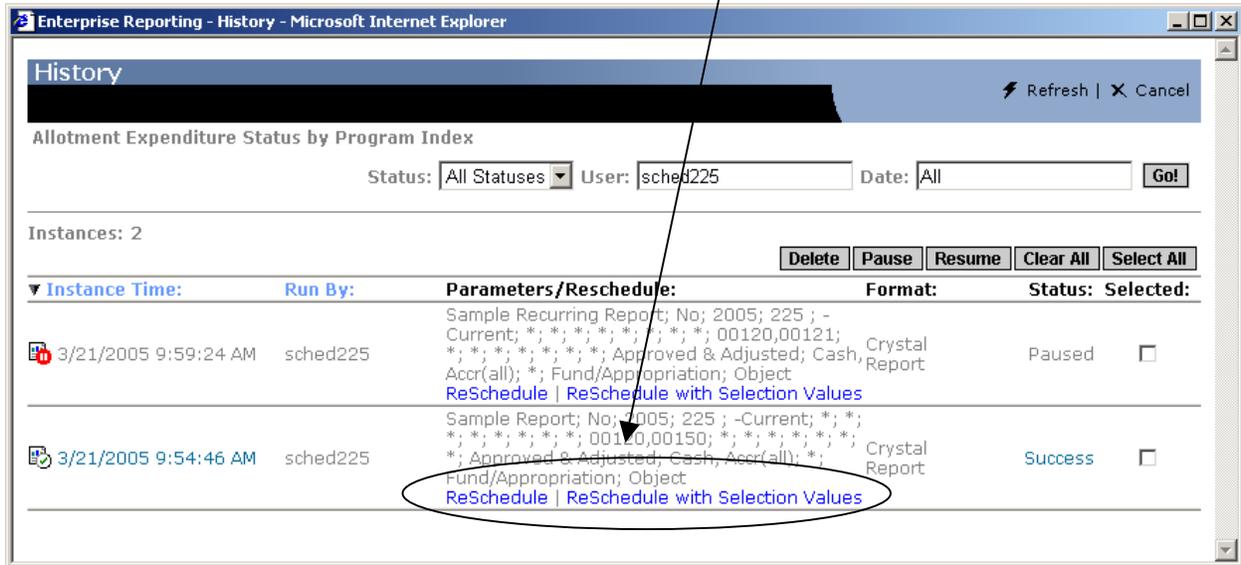


## Rescheduling Feature

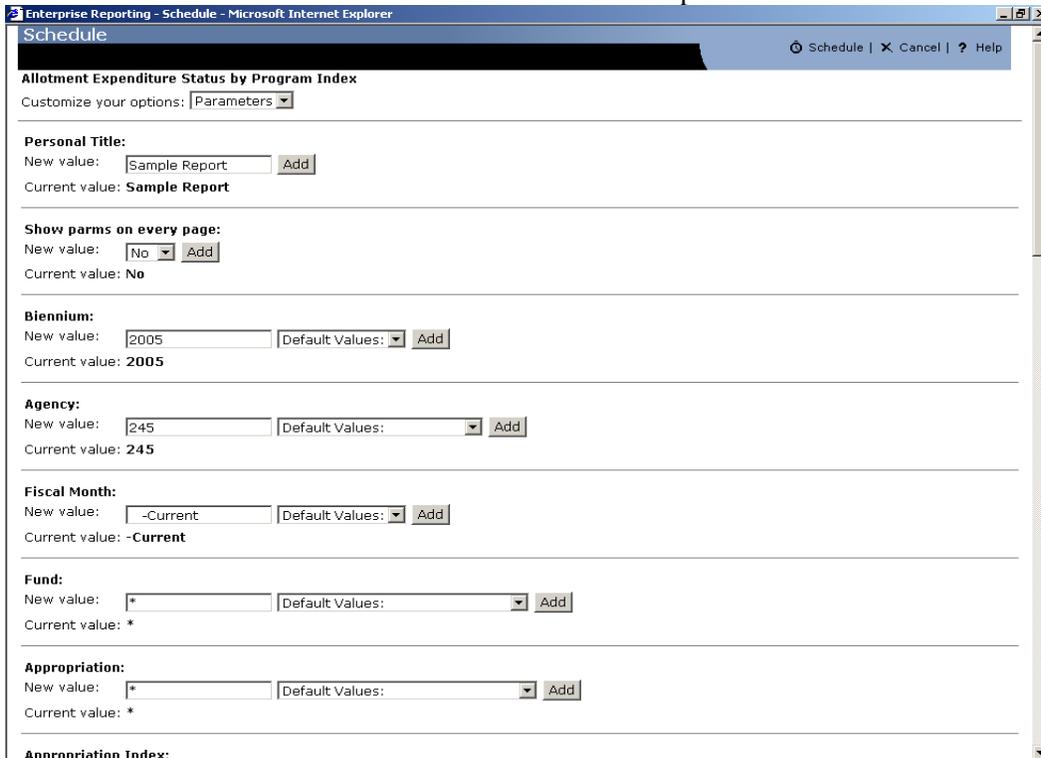
The Reschedule feature allows users to schedule a new report using an existing instance. The parameter, run-time, destination, and format values are retained from the original instance. You can then change any of these values and schedule a new report. There are two options available:

1. **Reschedule:** displays the Parameter screen *without* pick list values for the account code selection parameters.
2. **Reschedule with Selection Values:** displays the Parameter screen *with* pick list values for the account code selection parameters.

To use the Reschedule feature, first navigate to the History Page. Click on either **Reschedule** or **Reschedule with Selection Values** in the “Parameters/Reschedule” column for the desired report instance.



The Schedule screen for Parameters will display. Using the **Reschedule** option loads this screen faster, since the pick list values are not being loaded. Change the appropriate parameter values and click on an **Add** button to update your selections. Make any other changes in the run-time, destination or format selection screens and click **Schedule** to schedule a new report.

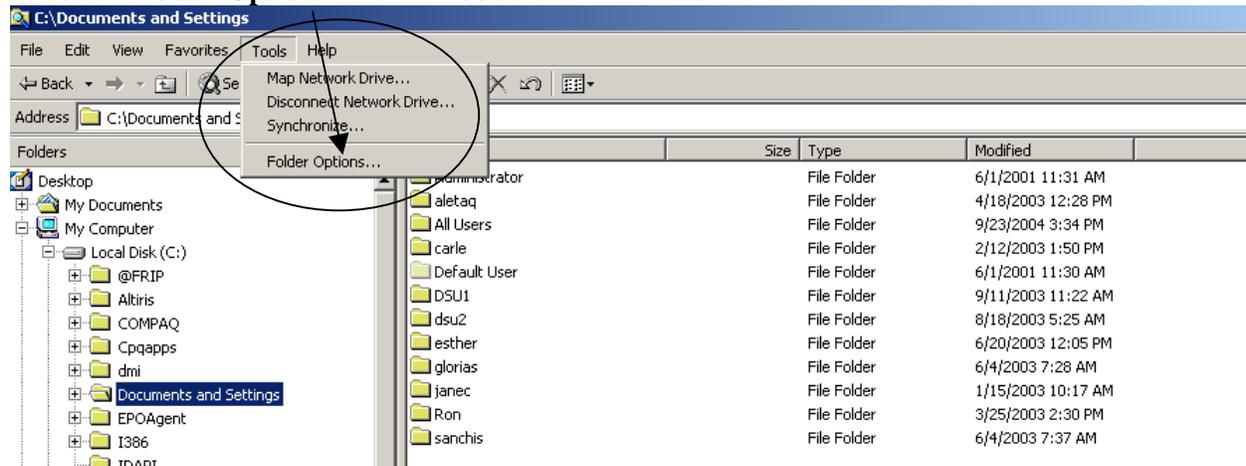


## Scheduling Download and Extract Reports

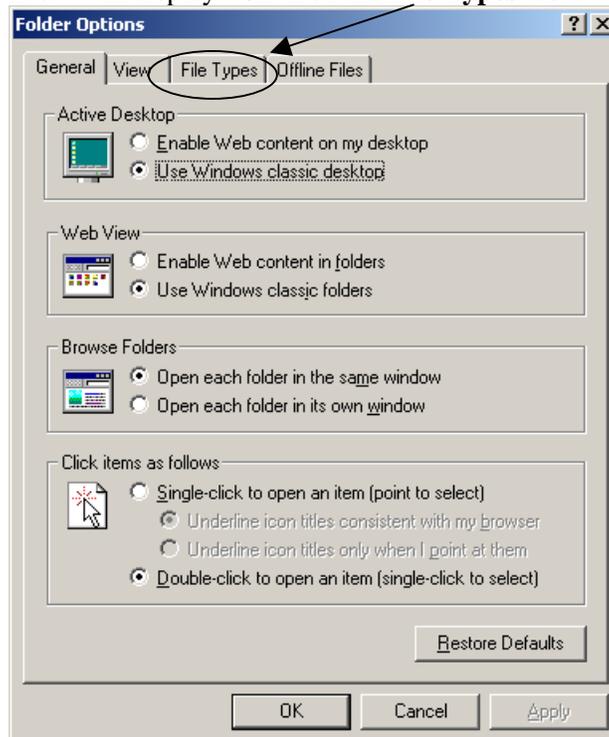
The reports in the Account Codes, Downloads/Extracts, and Financial Toolbox Download (DSHS only category) folders are designed to be run in Excel format. As mentioned previously on page 39, each report will have the default format set to Microsoft Excel (Data Only), with the appropriate settings, to produce the optimum output.

When working with the Download/Extract reports, be sure you have your Internet Explorer options set correctly so it will provide a download dialog box. This allows you to either view the spreadsheet by opening an application or saving it to a file. To configure your workstation to invoke the download dialog box, complete the following steps:

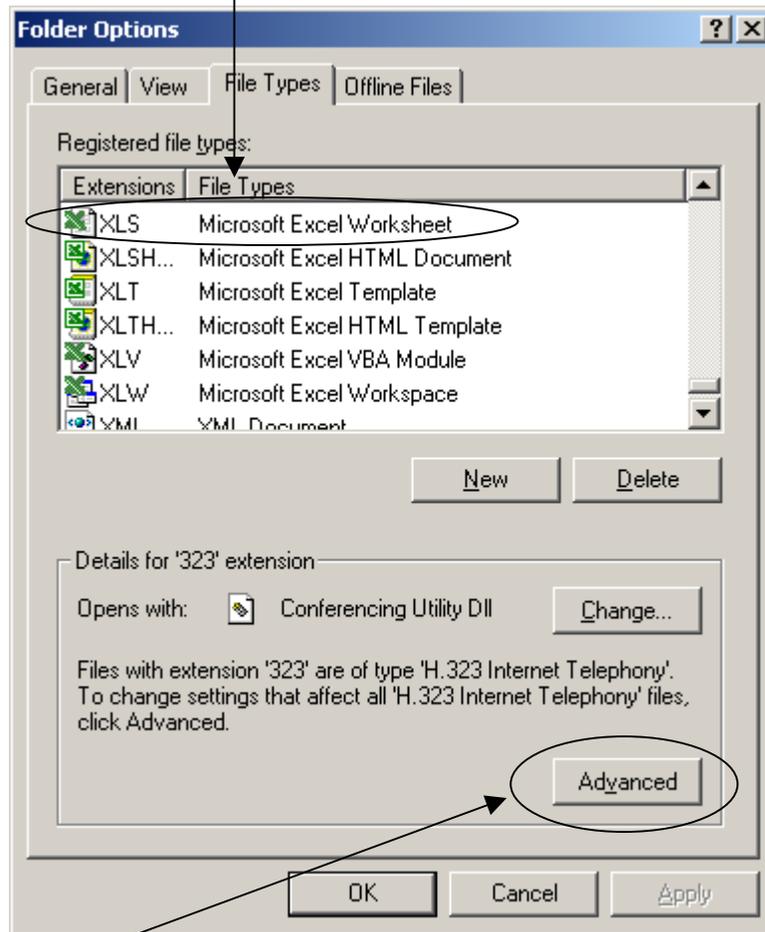
1. Start Windows Explorer
2. Select **Folder Options** from the **Tools** menu.



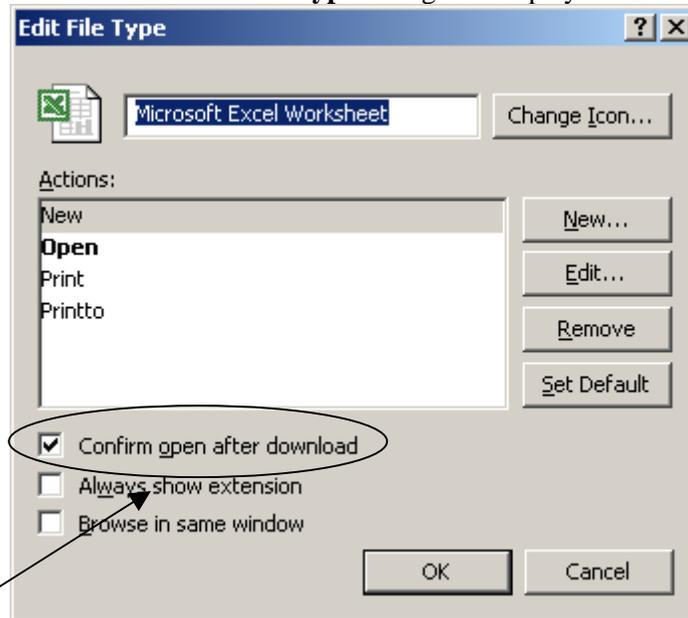
3. The Folder Options window will display. Click on the **File Types** tab.



4. Highlight the **XLS Microsoft Excel Worksheet** file extension in the **Registered file types** drop-down list.

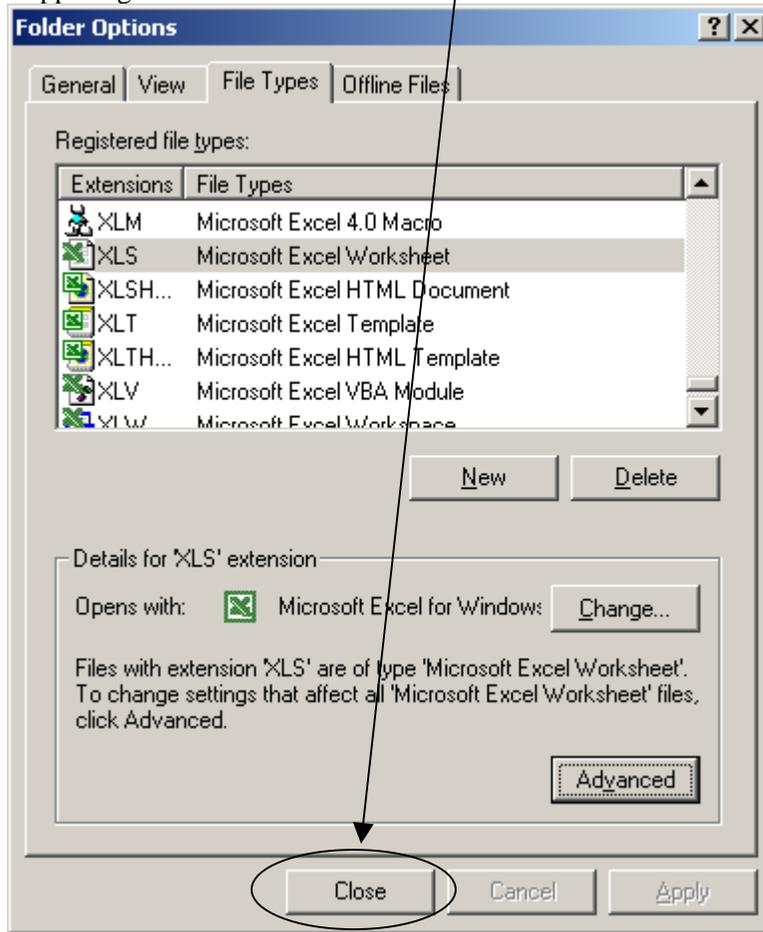


5. Click the **Advanced** button. The **Edit File Type** dialog box displayed below appears.



6. Select **Confirm open after download** check box and then click **OK**.

7. The **Folder Options** dialog box appears. Click **Close** and then close Windows Explorer by clicking on the “X” in the upper right-hand corner.



## Viewing Reports

This section provides you with instructions about the Crystal report viewers (including the Crystal Offline Viewer for the Select Expert function available in the Seagate Info 7.5 ActiveX Viewer) and how to view reports from them. Viewing reports in CE10 is accessed via a separate screen called the "History" Page. A new search feature is available on the History Page allowing users to view another users' reports. Users may also delete, pause or resume multiple reports at the same time on the History Page.

### Looking at the Report History

Crystal Enterprise saves a history of report instances for scheduled reports that have been run. The history list is arranged chronologically (with the most recent instances first) and contains information such as:

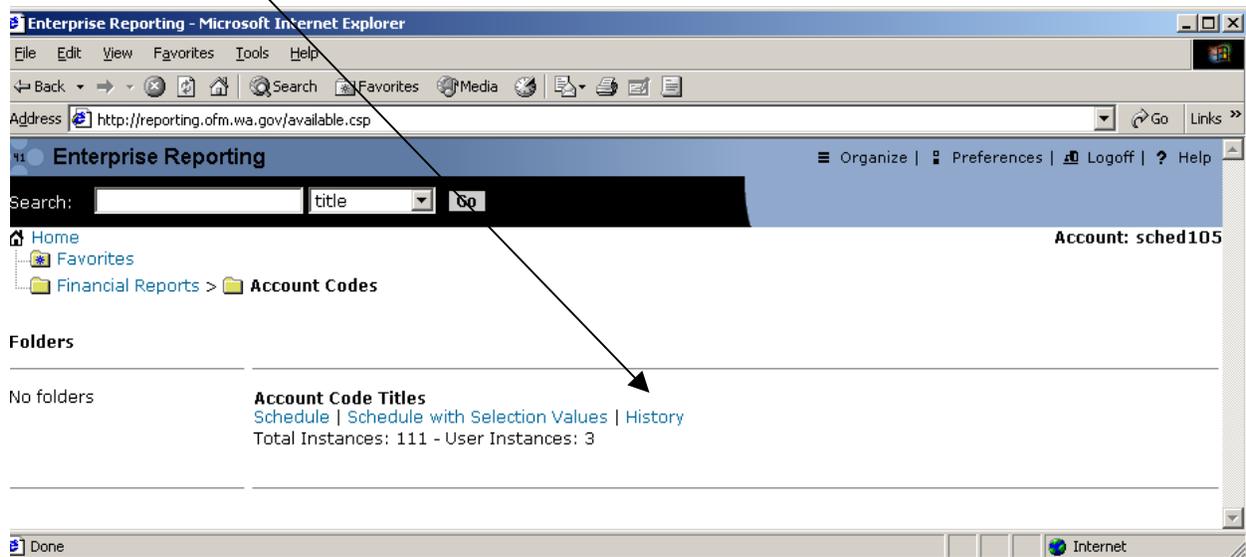
- Instance Time
- Run By
- Parameters
- Format
- Status

The Instance Time for a successful instance becomes a hyperlink to that instance. You can view the instance by clicking the hyperlink. **NOTE:** *For most agencies, instances are retained 40 days from the current date. Instances older than 40 days will be automatically deleted. A few agencies have different retention rules.*

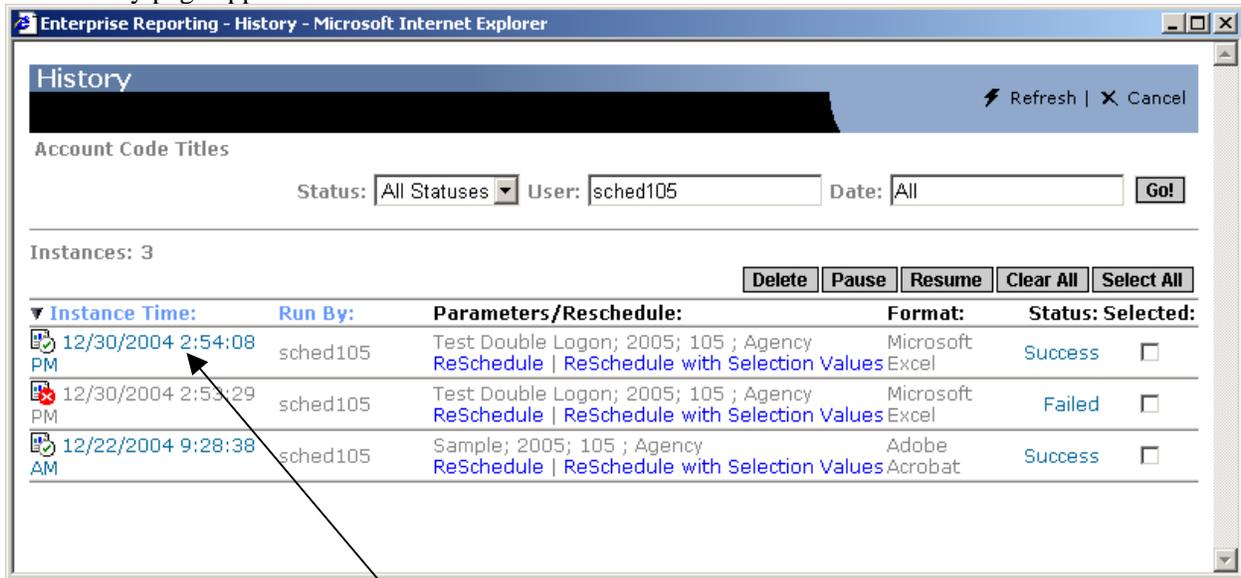
**TIP:** Sort instances chronologically by clicking the "Instance Time" column heading. Click the column again to reverse the sort order. You may also sort the instances by owner if you are viewing other users' reports (alphabetically and reverse-alphabetically) by clicking the "Run By" column heading.

### Viewing a Report's History or Instances

1. Go to the specific report object (e.g. Account Code Titles).
2. Click **History**.



The History page appears.



3. Move the mouse over the **Instance Time** of a successful instance. The instance link changes color.
4. Click the link(s) under the **Instance Time** column to view the report instance. It will open the report in a Crystal report viewer that you have set in the Crystal Report Preferences.

**NOTE:** The color feature is available only when you use Microsoft's Internet Explorer as your browser. You can see detailed status information for recurring and failed instances by clicking the link(s) under the Status column.

## The Default Crystal Report Viewers

The default Crystal report viewers allow you to view reports, navigate through multiple pages, print and export all or selected pages of the reports.

The online Crystal report viewers available on this application are: ActiveX, Java, DHTML and Advanced DHTML.

### ActiveX Viewer

The ActiveX viewer is for Microsoft Internet Explorer versions that support ActiveX controls. This will require the viewer control to be installed to your workstation.

### DHTML Viewer

The DHTML viewer is a zero-client viewer for browsers that support Dynamic HTML. It does not require anything downloaded to your workstation.

### Advanced DHTML Viewer

In addition to providing all of the features found in the DHTML viewer, the Advanced DHTML viewer is a zero-client viewer that provides an Advanced Search Wizard.

### Java Viewer

This viewer is designed for web browsers that support the Java Virtual Machine. This will also require a download to your workstation.

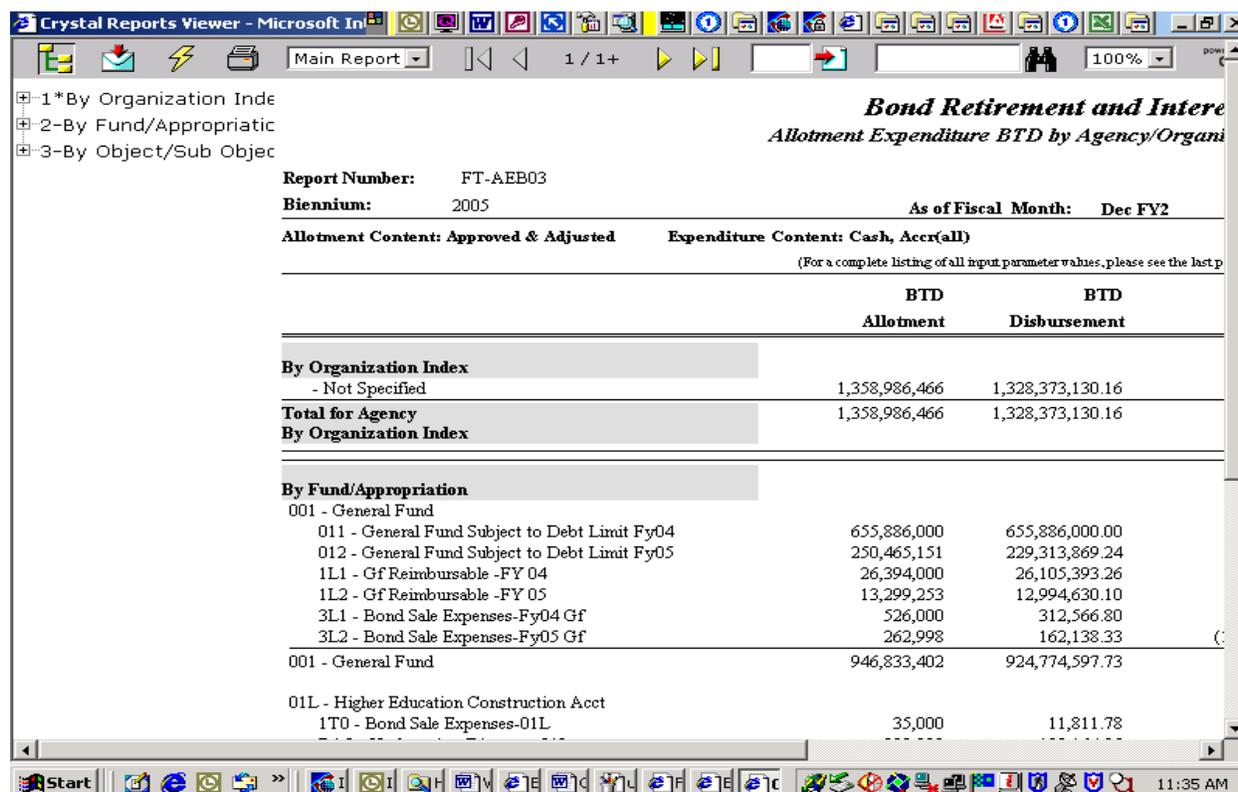
You can also view your reports when not connected to Crystal Enterprise by using the [Crystal Offline Viewer](#). This viewer also contains the “**Select Expert**” feature that is no longer available through the online Crystal Viewers listed above. It also contains other new functions such as Sort Order and Top N Expert.

**NOTE:** The Crystal Offline Viewer will require a download to your workstation. If you don't have administrative rights to download the viewer to your workstation, please contact your IT Administrator. This Viewer is not supported on Windows 98 or lower operating systems.

At this point, your **default viewer** has been set as **DHTML** since it best suits the customers' general needs. You can also manually select another viewer type through the Preferences page. However, we will only provide support for DHTML if there are any technical issues. For more information, see **Crystal Report Preferences** Section on page 11.

### DHTML Viewer (Default Viewer)

The DHTML viewer is accessed using a web browser that supports Dynamic HTML. You can view your reports, refresh them, and export them in a variety of formats.



In addition to the functions provided on the browser's standard toolbar, the DHTML viewer has extra functions on its custom toolbar:

### **Toggle Group Tree**

Click **Toggle Group Tree** to show or hide the report's group tree. When the Group Tree is displayed, you can use it to navigate through your report's data.

**NOTE:** Unlike the ActiveX Viewer, the Toggle Group Tree in DHTML Viewer windowpane cannot be resized. Also, the Group Tree can be expanded for only group at a time. E.g., if a report is grouped by Program Index (PI) and Sub Object and three program index codes are displayed on the report, you can only see the expanded tree structure for one PI at a time.

### **Export Report**

Allows users to export reports to various formats. See Exporting Reports Section on page 64 for more details.

### **Refresh Page**

Click **Refresh** to obtain the most up-to-date report data from the report's existing schedule parameters. You need to have the proper rights to run this report and the report must contain the necessary data source information before you can refresh the report.

**NOTE:** This function is currently turned off for further evaluation. A large report could cause users to wait on this screen for a long time. After the data has been refreshed and the viewer is closed, there will be no report instance generated on the History Page for the refreshed report.

### **Print Report**

Allow users to print reports from the Crystal Report Viewer. See Printing Reports Section on page 61 for more details.

### **Drill down**

You can drill down on report data to show the data beneath charts and summarized groups. This function may not be applicable for all reports. If a report contains various sections, you may double click on a report section and it will create that section as a drill-down view or sub report on a separate window. The drop down box next to the Print icon will have that section appearing under the main report.

### **Scroll through pages**

Use the scroll bars or **First Page/Previous Page** to move through the pages of a report. **Go to First Page** and **Go to Last Page** options are also available.

### **Search for Text**

Click **Find** to launch the Search dialog box. You can type the search criteria you want to find in the report. **NOTE:** This function is currently not 100% working. The text search does not get highlighted on the first page and not all instances of search string are highlighted. Issue has been reported to software vendor for research and resolution.

### **Zoom**

Select a magnification factor from the drop-down list to zoom in or out on a report.

**NOTE:** The Freeze Pane function is only available in the ActiveX Viewer and not in the DHTML Viewer.

### **Crystal Offline Viewer**

The Crystal Offline Viewer is a report viewer installed locally on your computer. You can use this viewer to look at Crystal reports you've downloaded without being connected to Crystal Enterprise.

Using the Crystal Offline Viewer, you can:

- Print or export your report
- Select the data you want to view (See Using Select Expert in Crystal Offline Viewer Instructions on page 56 for more details)
- Drill down for more detail in the report
- Sort the data in the report you want to view (See Using Sort Order in Crystal Offline Viewer Instructions on page 58 for more details)
- View multiple reports

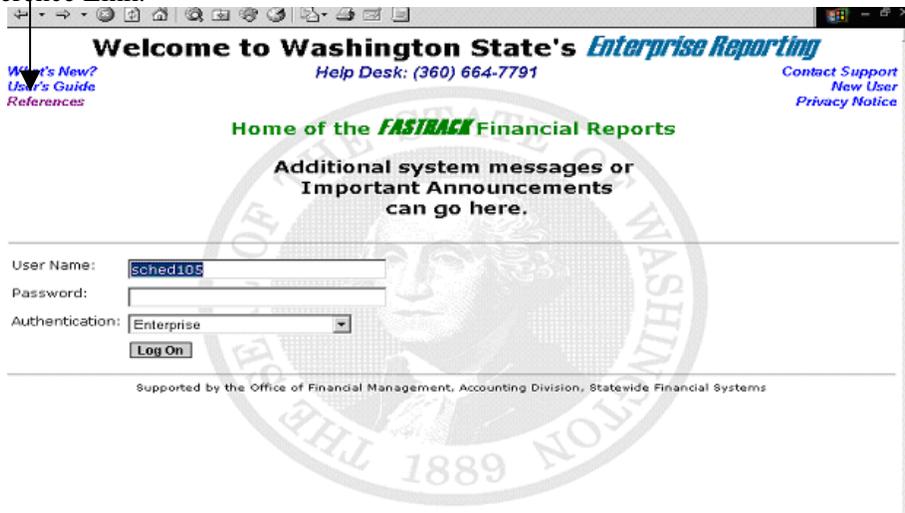
The Crystal Offline Viewer functions similarly to Crystal Reports. For information on the tasks you can perform with the Crystal Offline Viewer (selecting records, sorting records, graphing, choosing Top N values, and so on), access the online help from the Crystal Offline Viewer Help menu.

**NOTE:** The Crystal Offline Viewer is not supported on Windows NT, Windows 98 or lower operating systems.

### Working with the Crystal Offline Viewer

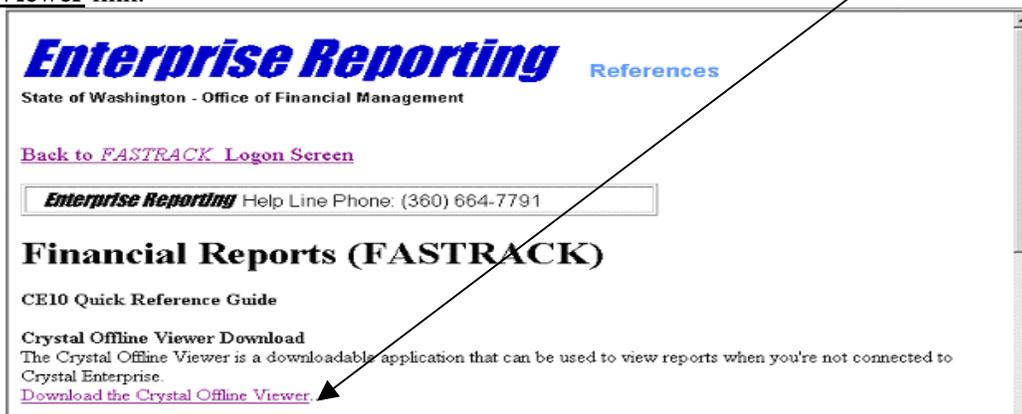
In order to use the Crystal Offline Viewer, it needs to be installed to the user's workstation. Once it is installed, it resides locally as a client-side viewer.

Link to download the Crystal Offline Viewer can be found on the Enterprise Reporting Logon Screen under the Reference Link.

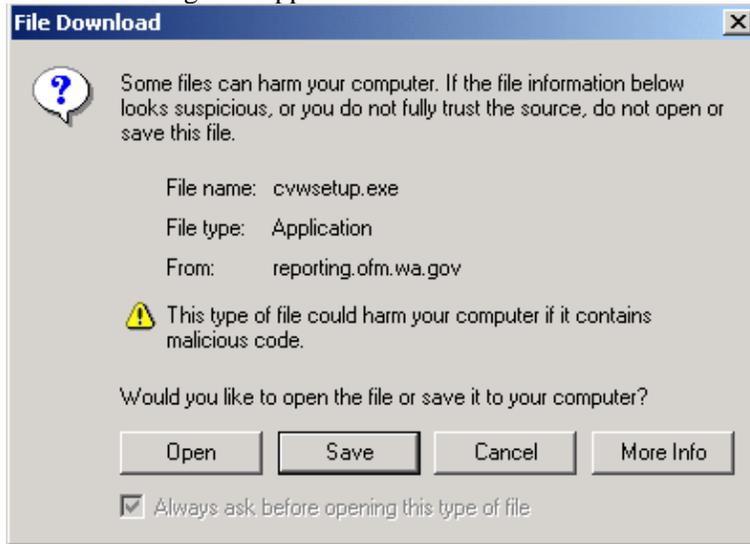


### Installing the Crystal Offline Viewer

Click on the References Link from the above Logon Screen and click on the Download the Crystal Offline Viewer link.



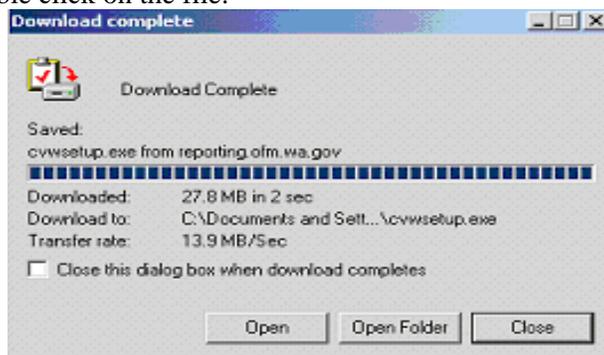
The following File Download Dialog Box appears. Click **Save**.



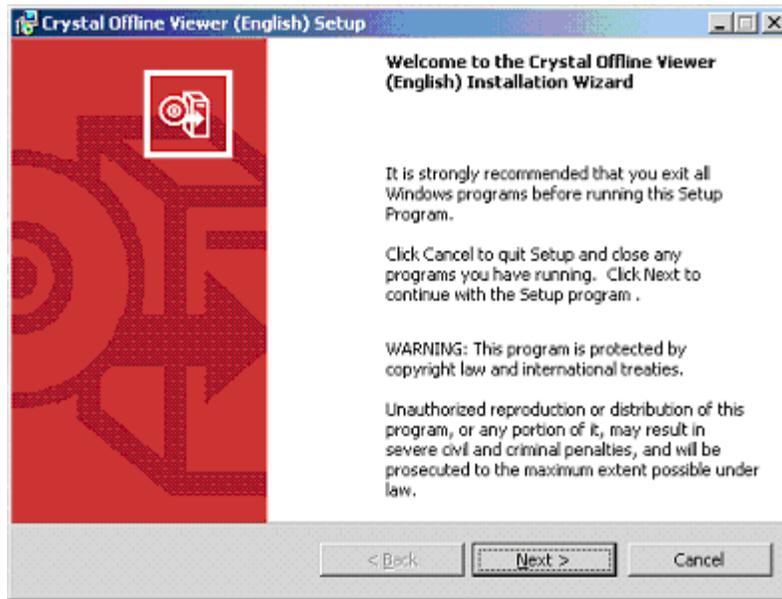
The following dialog box appears. Choose where you want to save the Crystal Offline Viewer Setup program (cvwsetup.exe) then click **Save**.



After the download is complete. Click **Open**. You may also close this dialog box and go to the cvwsetup.exe file and double click on the file.



The Wise Installation Wizard appears. Then the following Crystal Offline Viewer Setup Screen will launch. If you receive a security warning, click **Yes** to continue the installation.



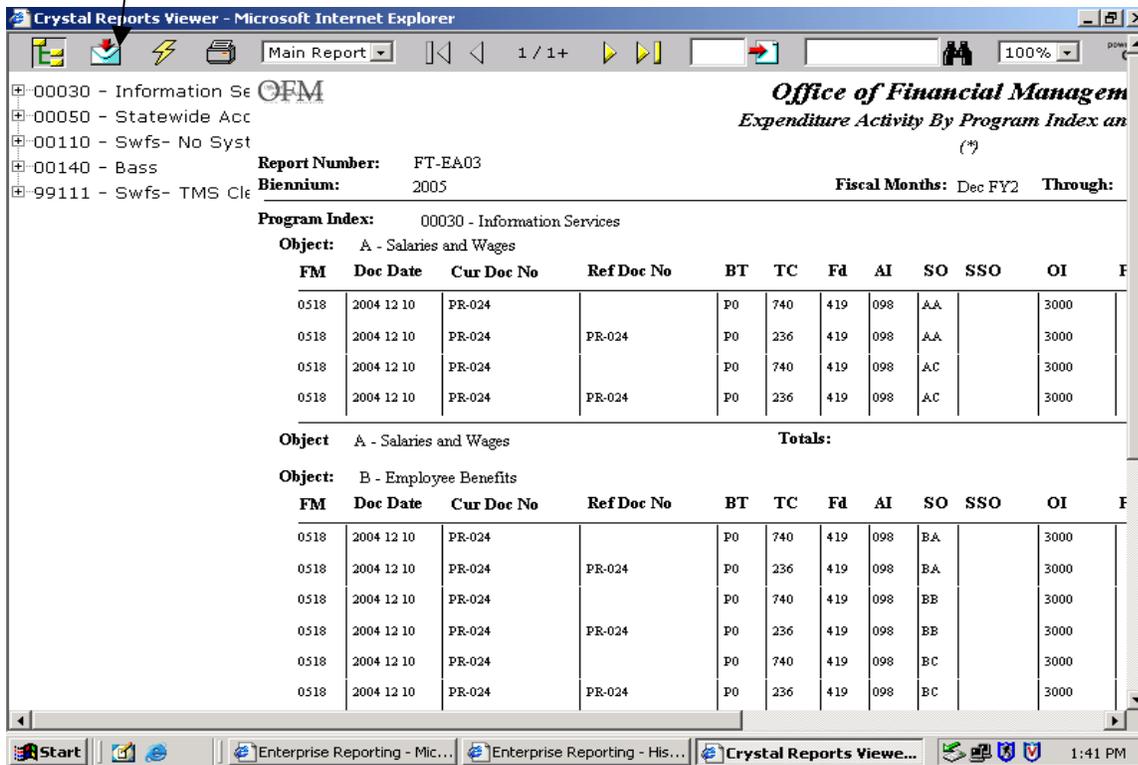
Click **Next** then choose “I accept the License Agreement” from the following dialog box. Then follow the instructions on your screen accepting the default values when possible.



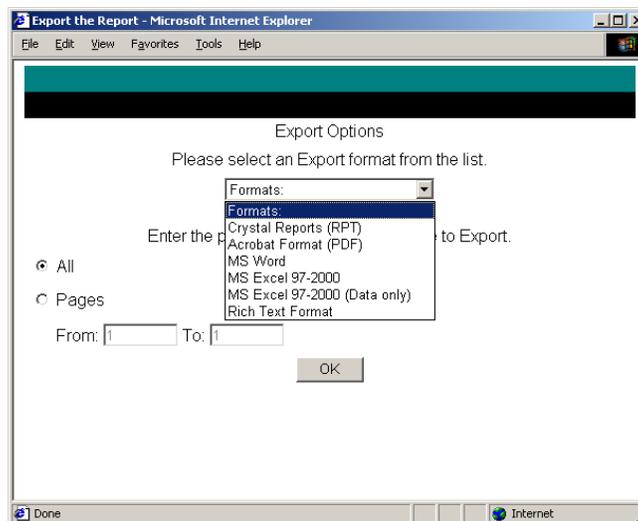
When the installation is done, click **Finish**.

**Exporting a Report to View with Crystal Offline Viewer**

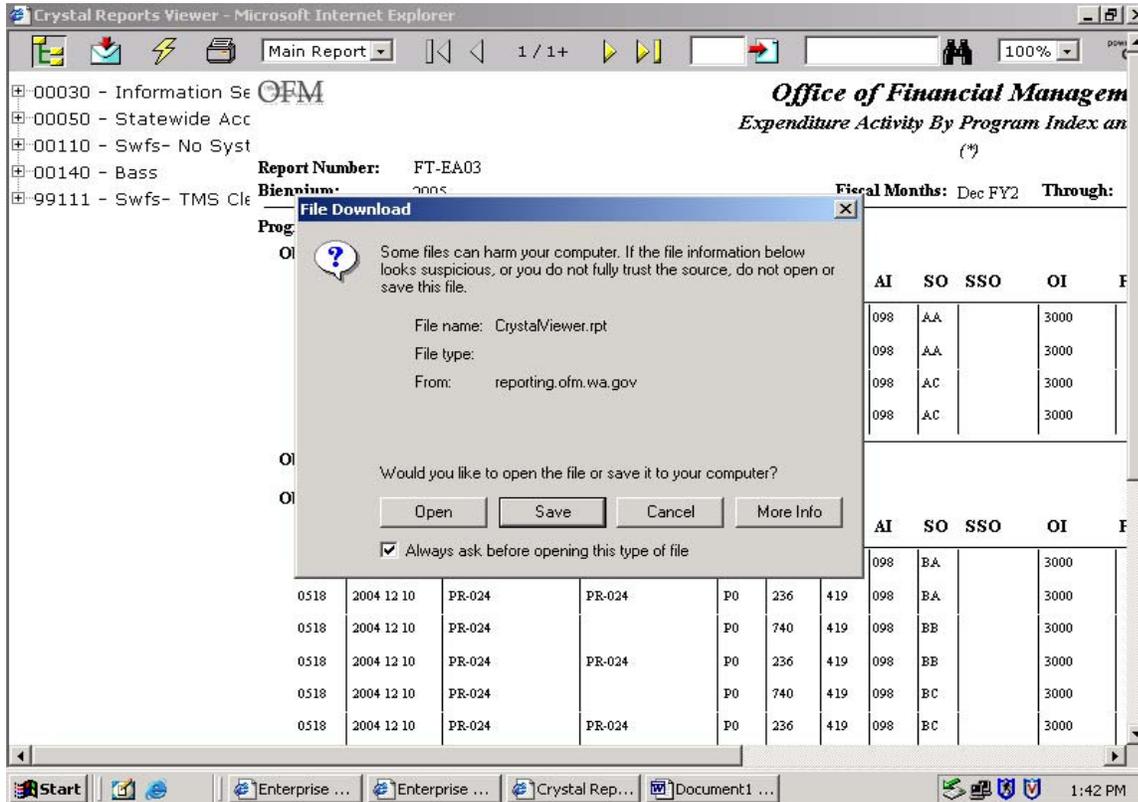
Before a report can be viewed using the Crystal Offline Viewer, the report must first be exported from CE10 to a “Crystal Report” format. View the report you wish from the regular default viewer and click on the **Export** icon.



The following Export Dialog Box will appear. Choose the “Crystal Report (RPT)” format and “All”, then click **OK**.



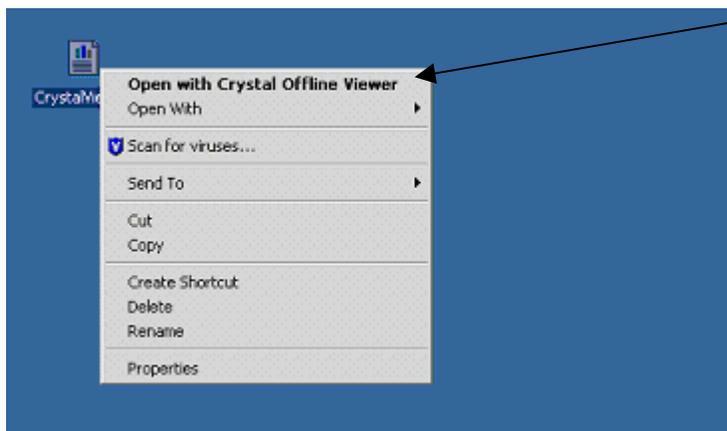
The File Download screen will appear. Click **Save** then choose a file name and where you want to save the report.



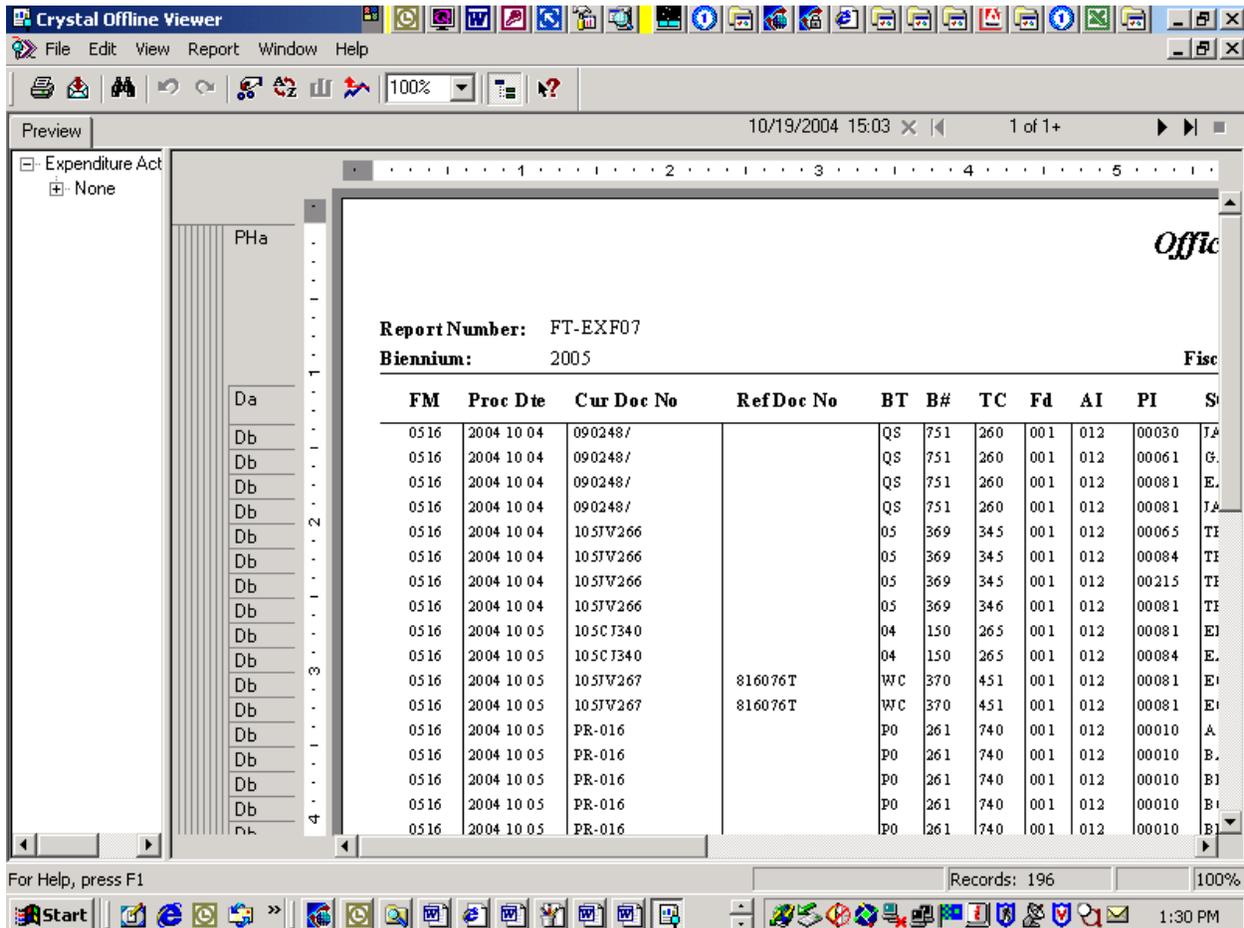
When the download is complete, close the Download Dialog Box.

**Viewing Reports with Crystal Offline Viewer**

To view a Crystal Report (.RPT format), right click on the report you saved above and choose **Open with Crystal Offline Viewer**.



The Crystal Offline Viewer will launch, as illustrated below.



### Using Select Expert in Crystal Offline Viewer

Select Expert is only available in the Crystal Offline Viewer. The function is similar to what was available in the Seagate Info 7.5 ActiveX Viewer. To select a specific group of records from an original report:

1. Click the **Select Expert** button  on the Crystal Offline Viewer toolbar.  
*The Choose Fields dialog box opens, listing report and database fields in a pull-down list.*
2. Click on the report or database **field** that you want your record selection to be based on and click **OK**, or if you want to see sample data from the database for that field, click **Browse**.  
**NOTE:** Field names that end with “selected” are those fields you selected from the Schedule Parameter screen and appear in the header of your report. Choosing these fields in the Select Expert will result in a blank report. You can ensure successful searches by selecting fields that are equivalent to the column headings in your report.
3. Once you are satisfied with the field you want to use for record selection, **select** it and click **OK**.  
*The Select Expert will appear with a tab for that field.*

Once you have chosen a field to select on, you will see an initial pull-down list with the default is **any value**. Scrolling the list will reveal all the comparisons you can use to select records. You will use this list to choose the comparison operation you want to use for your record selection.

A table at the end of this section explains the different comparison operators that may appear in this list.

4. Select a **comparison operator** from the initial pull-down list.  
*A second pull-down list (varied based on the type of field you have chosen for record selection) will appear.*

If you have chosen a comparison operator that only compares to one item, (such as **equal to**, **less than**, or **greater than**), a second pull-down list will appear. If you have chosen an operator that can compare to multiple items (such as **is one of**, **starts with**, or **is like**), the second pull-down list will appear along with a multiple-item box that will allow you to choose more than one code. Add and remove items from the multiple-item box by clicking the **Add** and **Del** buttons that appear next to the box.

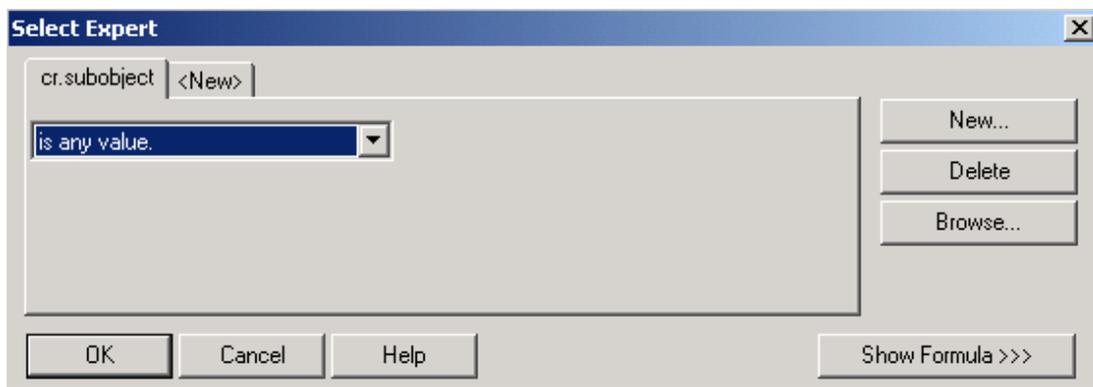
**NOTE:** Viewing each page of your report prior to using the Select Expert populates this pull-down list. If you have not viewed all the pages and the list is incomplete, you may type in your choice free form.

A “No Data Returned” response may be received when using the **equal** comparison operator in conjunction with an unusually long vendor name from the pull-down list. This occurs when the width of the vendor name field within FASTRACK is not wide enough to display the same value contained in the stored procedures of the report. If this situation occurs, try using the **starts with** comparison operator instead of **equal**. Key in the first few characters of the vendor name in the pull-down box and click the OK button. Data should now be returned for the vendor. If more than one vendor starts with the same characters, all possible vendors will be returned.

5. Select a **report value** from the second pull-down list. The Select Expert does not limit you to comparing just one field. You may create as many tabs and comparisons as you need by clicking on the <new> tab above the pull-down lists and then repeating steps 3 through 6 until you have completed the compound selection of coding you wish to filter by.
6. Once you are satisfied with your selection(s), click **OK**.  
*Your report with a subset of data based on your selected search criteria is displayed.*
7. To go back to your original report, simply reopen the **Select Expert** and change the comparison operator field to **is any value**, and then click **OK**. This will reverse the selection criteria you have chosen and redisplay your original report.

**NOTE:** When using the Select Expert to run a sub report with specific criteria, each subsequent subset created will go against the latest sub report data and not the original report.

The beginning and ending balances do not change for the report with a subset of data. Your report will still reflect the balances of the original report. However, the period activity total will be adjusted based on the criteria from the Select Expert. If the report is required to reflect specific criteria for all the beginning and ending balances, the report must be re-run.



## Select Expert Comparison Operators

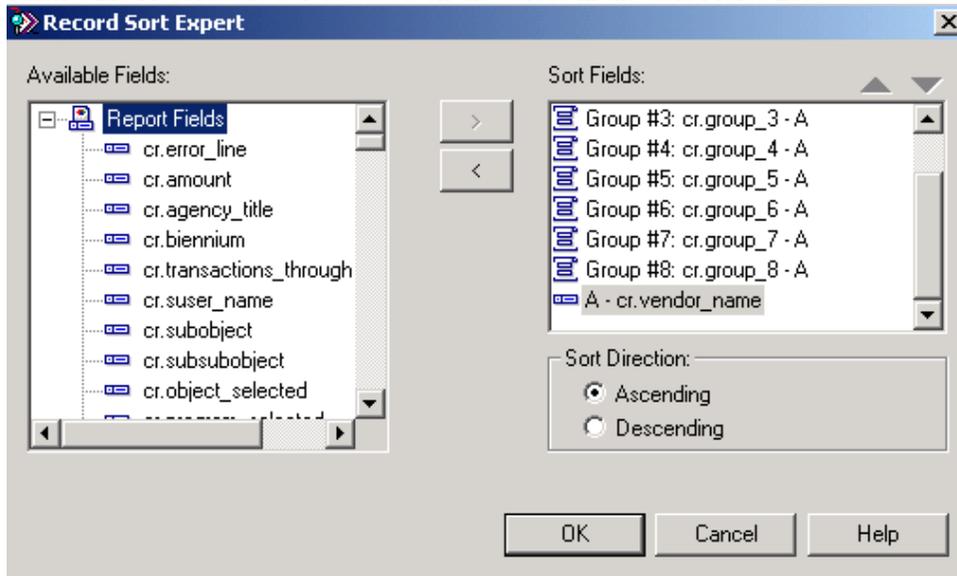
<b>Operator</b>	<b>Description</b>
<b>Any Value</b>	This is the same as having no selection criteria at all. <b>Is Any Value</b> means it doesn't matter what is in the field—all records will be included in the report.
<b>Equal To</b>	The field must be exactly equal to what you specify.
<b>One Of</b>	You can specify more than one item to compare to by adding multiple comparison items to a list. If the field is exactly equal to any of them, the record will be included.
<b>Less Than</b>	The field must be less than the item you are comparing to. If you are comparing numbers, the field must be smaller numerically. If you are comparing dates, the field must be an earlier date. If you are comparing strings, the field must be lower in the alphabet.
<b>Greater Than</b>	The field must be greater than the item you are comparing to. If you are comparing numbers, the field must be larger numerically. If you are comparing dates, the field must be a later date. If you are comparing strings, the field must be higher in the alphabet.
<b>Between</b>	Allows you to select two items to create a comparison range. The field must be between, or equal to, the two items. The same type of comparison is used as with less than and greater than: numbers compare numerically, dates compare chronologically, and strings compare alphabetically.
<b>Starts With</b>	Allows you to specify "leading" characters to compare to. If the first characters in the field equal the specified characters, the record will be returned.
<b>Like</b>	You can look for partial text matches using wildcard characters to search for records that contain particular characters or groups of characters. When you specify your comparisons, you can use a question mark to indicate that one character in the field at that position can contain anything. You can use an asterisk to indicate that the rest of the field from that point on can contain anything.

## Using Sort Order in Crystal Offline Viewer

Sort Order is a feature available with Crystal Offline Viewer. It allows users to sort data within each column on the report. To sort a specific field:

1. Click the **Sort Order** button  on the Crystal Offline Viewer toolbar.  
*The Record Sort Expert dialog box opens, listing the Available and Sort Fields.*
2. Under the **Available** Fields list, scroll down and find the report **field** to be sorted and use the **right arrow** > key to move the field name over to the Sort Fields. The selected field will be added to the **Sort** Fields List.  
**NOTE:** Field names that end with "selected" are those fields you selected from the Schedule Parameter screen and appear in the header of your report. You only want to choose the field name that does not end with "selected" and has a column heading in your report to perform the Sort function.
3. Once you are satisfied with the field you want to sort, specify the **Sort Direction** for this field, either **Ascending** or **Descending** order, then click **OK**.
4. If sorting by more than one field, select the second field you want the data to be sorted by and add it to the **Sort** Fields list.  
**Tip:** The **order** of the fields listed in the Sort Fields box is the order by which data is **sorted**.
5. As you add each field to the Sort Fields list, specify the **Sort Direction**.

6. Click **OK**. Records are sorted based on the values in the Sort Fields list.



## Searching a Report Instance

The new Search functionality in the History Page allows users to filter report instances by Status, User ID and Date. You may choose a value from the drop down box or enter a value in the free-form box then click “Go” or press “Enter” to see the desired report instances.

The History Page contains three filters for searching the report instances. It will default to the User’s own report instances with All Statuses and All Dates when the user goes to the initial History Page.

- The **Status** filter is a drop down box containing all the possible statuses of a report instance such as Success, Failed, Paused, Pending, Recurring, Running, and All Statuses. The Status value will be defaulted to “All Statuses” when the user goes to a History Page. The user may choose a different status from the drop down box to limit the report instances to that specific status.
- The **User** filter is a free-form box enabling users to enter a particular User ID under the “Run By” column. The value will be defaulted to the User ID who logs into the system. The User ID can be entered as an exact value or a partial value. If the user enters the exact value, the system will return all the report instances faster than a partial value. A “\*” may be used for a partial search in front, after or both of the values entered in the User box. For example, to filter all reports for Agency 105, enter “\*105” in the User Box and press Enter. If “All” or blank is entered in the User box, the system will return all report instances run by all users for the “Status” and “Date” filters that were entered.
- The **Date** filter is a free-form box enabling users to enter a specific month/date/year (MM/DD/YYYY) to get a list of all the report instances for the specified date, “Status” and “User” filters entered. The complete MM/DD/YYYY format is required. No partial date value will be accepted. The value will be defaulted to “All” for all reports run for the user logged into the system. The Date filter also allows the user to enter a range of dates on lower to upper boundaries (e.g. MM/DD/YYYY-MM/DD/YYYY). If a user enters All-MM/DD/YYYY, the lower boundary will be the earliest beginning date. If a user enters MM/DD/YYYY-All, the upper boundary will be the latest ending date. Valid Date values are
  - › All
  - › MM/DD/YYYY
  - › MM/DD/YYYY-MM/DD/YYYY

- All-MM/DD/YYYY
- MM/DD/YYYY-All
- Please **do not enter spaces** between characters.

Note: If a user enters an invalid date format, an error message will display. E.g, Entering 1/8/2005 will result in an error message. You must enter the date as 01/08/2005.

### **Deleting, Pausing and Resuming Report Instance(s)**

With CE10, you may delete, pause or resume more than one report at a time. Use the Delete, Pause, and Resume buttons in the History page to delete a *Success*, *Pending*, *Running*, *Failed* report instance, to pause a *Recurring* report, or to resume a *Paused* report instance. Choose a report instance or a group of report instances from the "Selected" column and click the Delete, Pause, or Resume button.

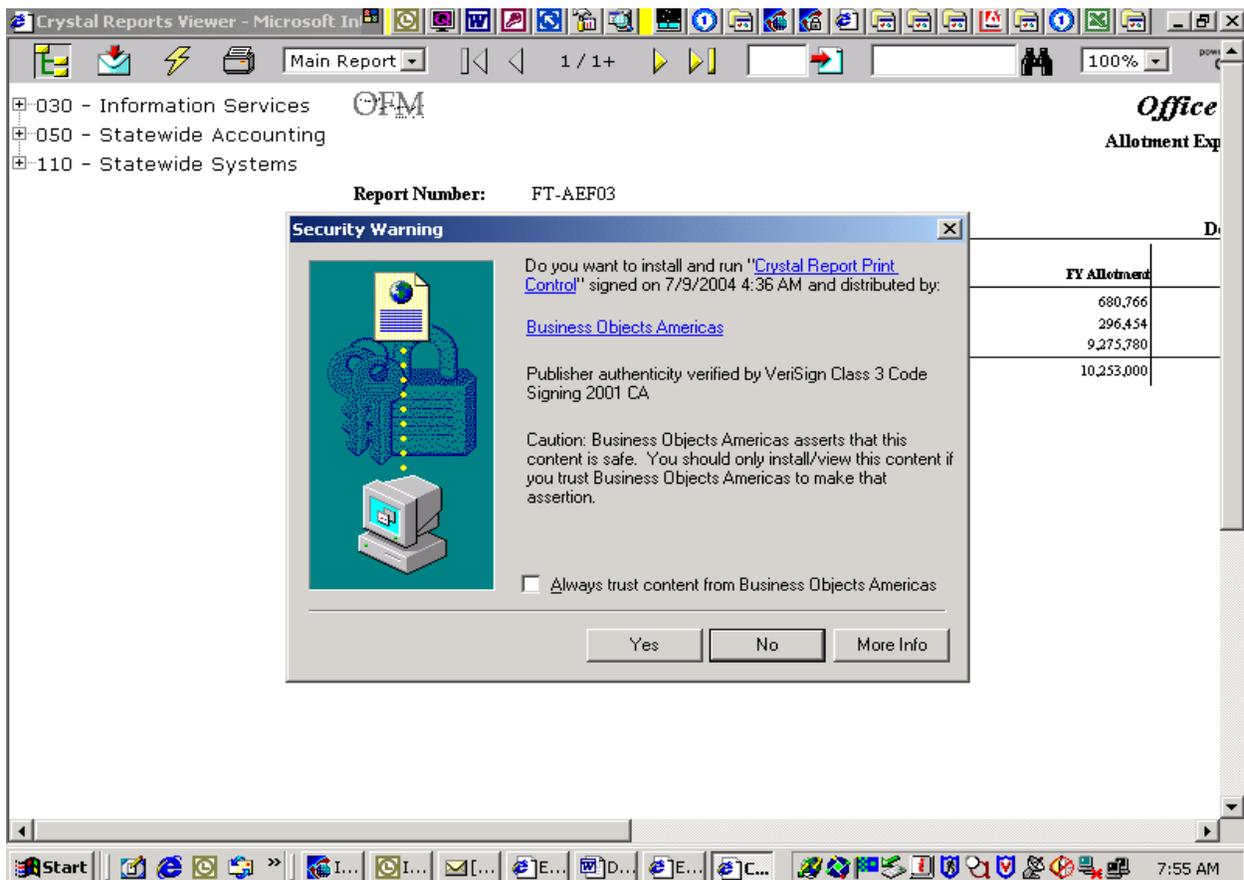
## Printing Reports

For the DHTML viewer, two options for printing reports are available: Active X printing control and Acrobat Reader printing control, described below. You select the desired option from the Crystal Report Preferences menu described previously on page 11. To print a report, click on the report's Instance Time to display the report in the viewer.

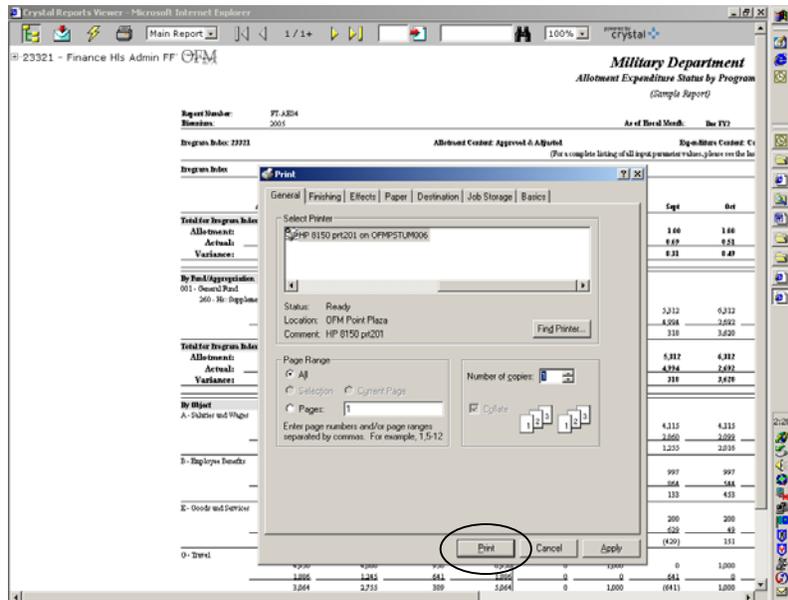
The ActiveX Printing Control needs to be downloaded in your workstation to print a report. If the customers don't have the administrative rights to complete the download, please consult with your Agency Information Technology (IT) Support Staff.

### Downloading the ActiveX Printing Control

1. Your IT staff will login to your workstation.
2. You then can login to the Enterprise Reporting CE10 Web Site.
3. Go to the History Page to view a report that you have scheduled. If this is your first time logging into CE10 and don't have any report scheduled yet, you may type in \*105 (the last digit could be your agency number) in the User Name field on the History Page and press **Enter**. It will bring up any reports that other customers run in your agency. Click the Instance Time of one of the Crystal Reports to view it.
4. Click the Print icon to print the report. The following screen will appear.
5. Click **Yes** to complete the download. A print dialog box will appear for you to proceed with your printing.



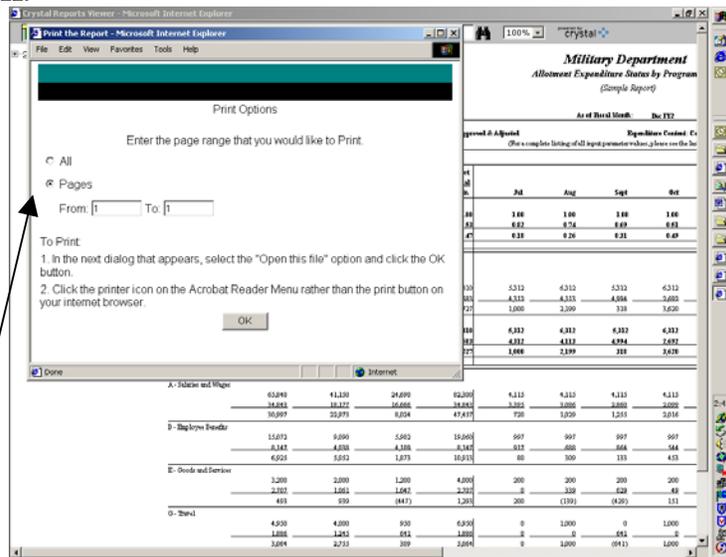
If the ActiveX printing control has been installed in your computer, the print dialog box illustrated below will display.



Click on **Print** to print the entire report. You may change the page range before printing, if needed.

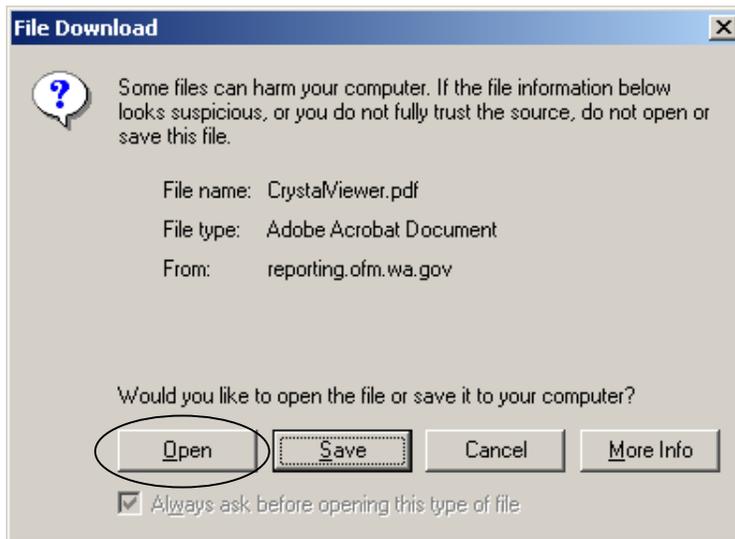
### Adobe Reader Printing Control

The Acrobat Reader printing control provides the ability to print the report from the Adobe Acrobat application. When the print option is selected from the viewer, the print dialog box illustrated below displays. Click on **OK**.

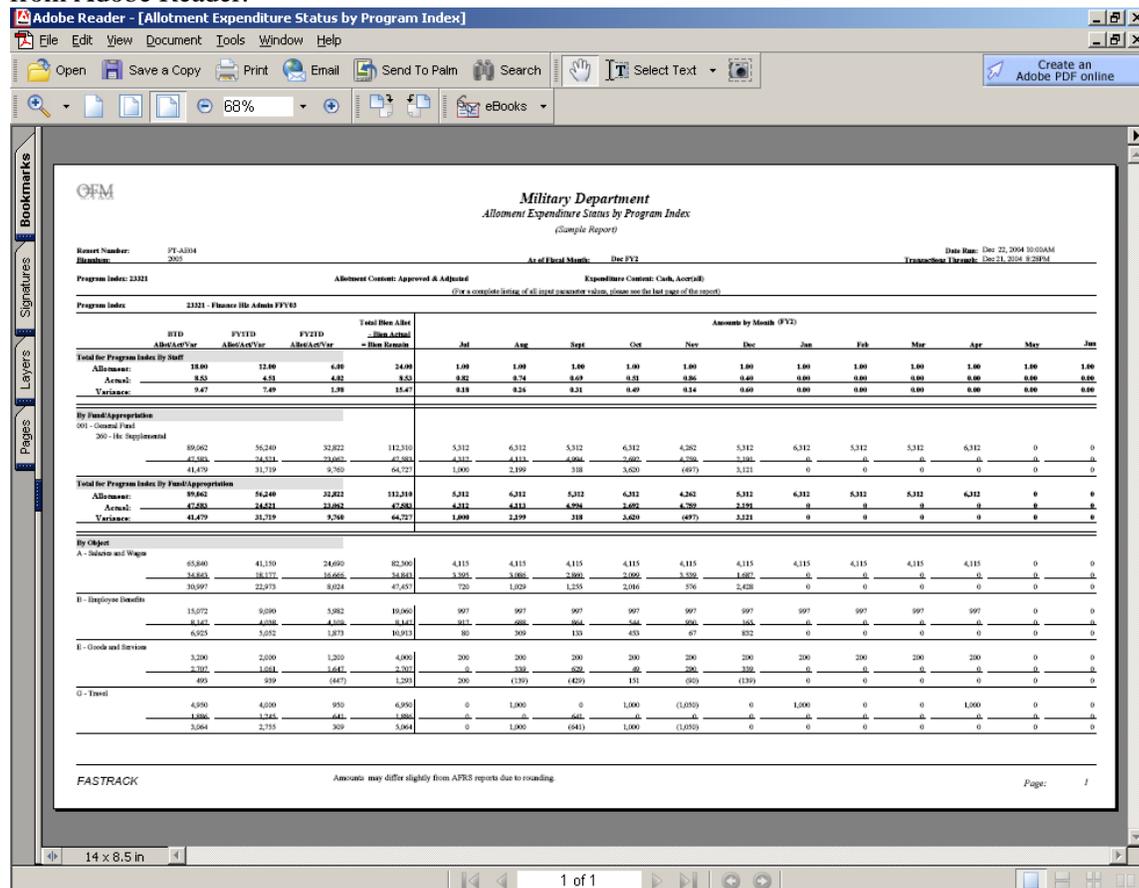


**NOTE:** The default is set to **print only 1 page**. Please remember to change it to “All” before clicking **OK** to advance with the Adobe printing option. Otherwise, your report will only print the first page. From the preliminary technical analysis, this seems to be a rather difficult task to change the default setting to print all pages.

The File Download dialog box will display. Click on **Open**.



The report will open in Adobe Reader, illustrated below. You can then print the report. One advantage of this print option is reports formatted for legal-size paper will print on letter-size paper. **NOTE:** For better performance, we recommend exporting reports longer than 50 pages to a PDF file and printing it from Adobe Reader.



## Exporting Reports

This section provides instructions on how to export reports to a file format different than the report's default format using the DHTML viewer. The CE10 interface provides you with the following file format export types:

- Crystal Report (.rpt)
- Adobe Acrobat (.pdf)
- Microsoft Word (.doc)
- Microsoft Excel 97-2000 (.xls)
- Microsoft Excel 97-2000 (Data Only)
- Rich Text Format (.rtf)

**NOTE:** When you export a report to a file format other than the report's default format (usually Crystal Report), you may lose some or all of the formatting that appears in the original report. The application attempts to preserve as much of the formatting as the export format allows.

The export feature now provides the ability to specify which pages to export. You can choose to export all pages or a range of pages. Please note that the only two formats that don't have the option to export a range of pages are Crystal Report and Microsoft Excel 97-2000 (Data Only).

Technical support will be provided for the most commonly used formats: Acrobat PDF and MS Excel spreadsheet. MS Excel-Data Only is a new format type available in this version. The MS Word and Rich Text Format types are available for your use, but limited support will be available for them.

**NOTE:** For better performance, we recommend exporting reports longer than 50 pages to a PDF file and printing it from Adobe Reader.

The difference between the MS Excel 97-2000 and MS Excel-Data only formats are as follows:

- MS Excel attempts to preserve the look and feel of the original report. It will export the report with page headers and the report body. However, some data fields may span two or more columns.
- An improvement in this version for MS Excel is group headers on the second and subsequent pages will now display.
- The Excel-Data Only format exports the report body, including group headers, detail lines, and group footers. This facilitates the ability to manipulate report data after exporting.

When exporting reports in the Allotment Expenditure categories, use the MS Excel format to retain good format integrity. For reports in the Expenditure Activity categories, use the MS Excel format if you wish to retain the original report format with page headers and footers intact. Use the MS Excel-Data Only format if you need to manipulate the data after exporting.

To export a report, follow the steps below.

1. Bring up a report in the viewer and click on the **Export** icon in the upper left corner of the viewer toolbar.

Crystal Reports Viewer - Microsoft Internet Explorer

00020 - Budget

Office of Financial Manager  
Allotment Expenditure Status by Program  
(Sample Report)

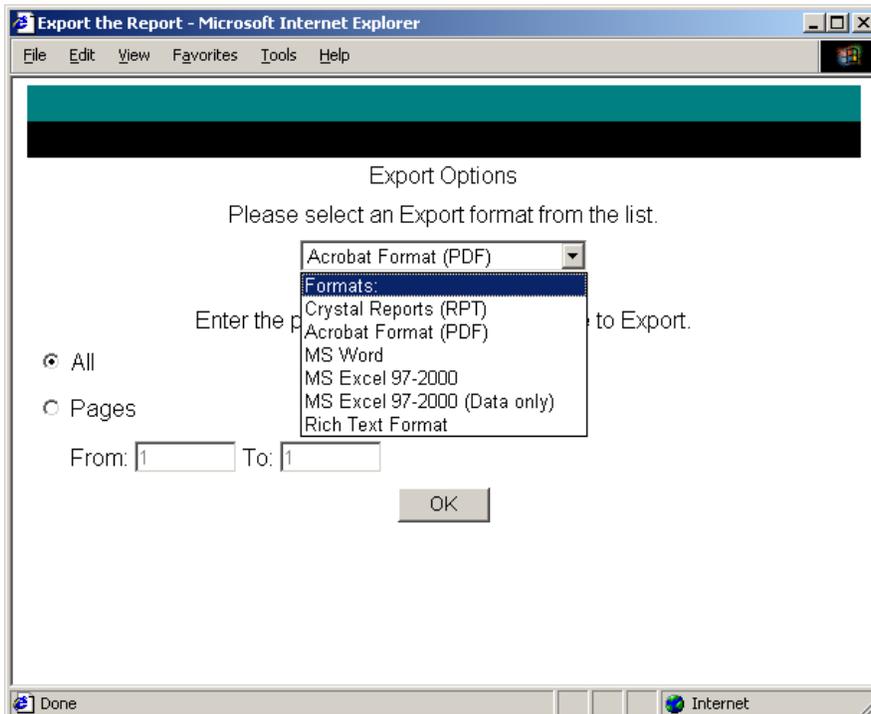
Report Number: FT-AD04  
Biosion: 2005  
As of Fiscal Month: Dec FY2

Program Index: 00020  
Allotment Content: Approved & Adjusted  
Expenditure Content: Ca

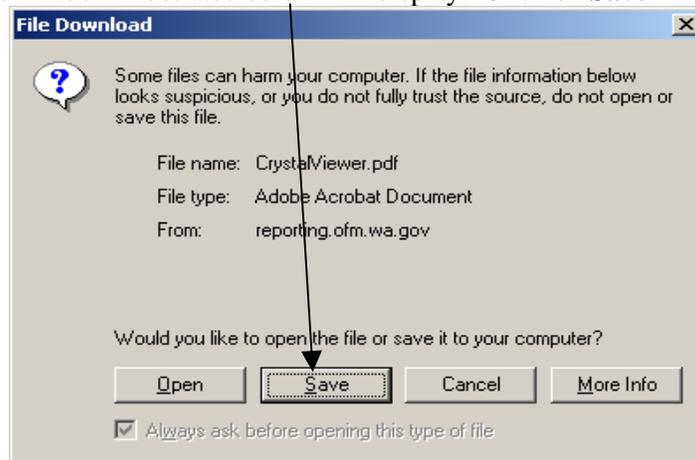
Program Index: 00020 - Budget

	BTD Allot/Act/Var	FYTD Allot/Act/Var	FY2D Allot/Act/Var	Total Bion. Allot - Bion. Actual = Bion. Remain.	Jul	Aug	Sept	Oct
<b>Total for Program Index By Staff</b>								
Alloiment:	621.00	414.00	207.00	628.00	34.50	34.50	34.50	34.50
Actual:	598.14	410.99	197.15	598.14	33.50	33.98	35.50	33.85
Variance:	22.86	3.01	19.85	229.86	1.00	0.52	(0.00)	0.65
<b>By Fund/Appropriation</b>								
001 - General Fund								
011 - Salaries & Expenses - PY04								
	2,930,529	2,930,529	0	2,930,529	0	0	0	0
	2,923,090	2,923,090	0	2,923,090	0	0	0	0
	7,439	7,439	0	7,439	0	0	0	0
012 - Salaries & Expenses - PY05								
	1,483,668	0	1,483,668	2,967,342	247,278	247,278	247,278	247,278
	1,360,549	0	1,360,549	1,360,549	241,423	242,423	260,924	251,126
	123,119	0	123,119	1,606,793	5,803	(194)	(13,646)	(3,898)
Total for 001 - General Fund								
	4,414,197	2,930,529	1,483,668	5,897,871	247,278	247,278	247,278	247,278
	4,283,639	2,923,090	1,360,549	4,283,639	241,423	242,423	260,924	251,126
	130,558	7,439	1,223,119	1,614,232	5,803	(194)	(13,646)	(3,898)
<b>Total for Program Index By Fund/Appropriation</b>								
Alloiment:	4,414,197	2,930,529	1,483,668	5,897,871	247,278	247,278	247,278	247,278
Actual:	4,283,639	2,923,090	1,360,549	4,283,639	241,423	242,423	260,924	251,126
Variance:	130,558	7,439	1,223,119	1,614,232	5,803	(194)	(13,646)	(3,898)
<b>By Object</b>								
A - Salaries and Wages								
	3,647,106	2,431,404	1,215,702	4,862,808	202,617	202,617	202,617	202,617
	3,575,465	2,436,614	1,138,831	3,575,465	202,680	205,531	214,123	208,823
	71,641	(5,210)	76,851	1,287,343	(63)	(2,914)	(11,506)	(6,256)
B - Employee Benefits								
	674,423	497,245	267,978	911,503	39,513	39,513	39,513	39,513
	608,200	490,272	205,028	638,200	38,132	38,284	40,209	40,311
	67,223	7,973	162,950	273,303	1,381	129	(1,696)	(1,798)

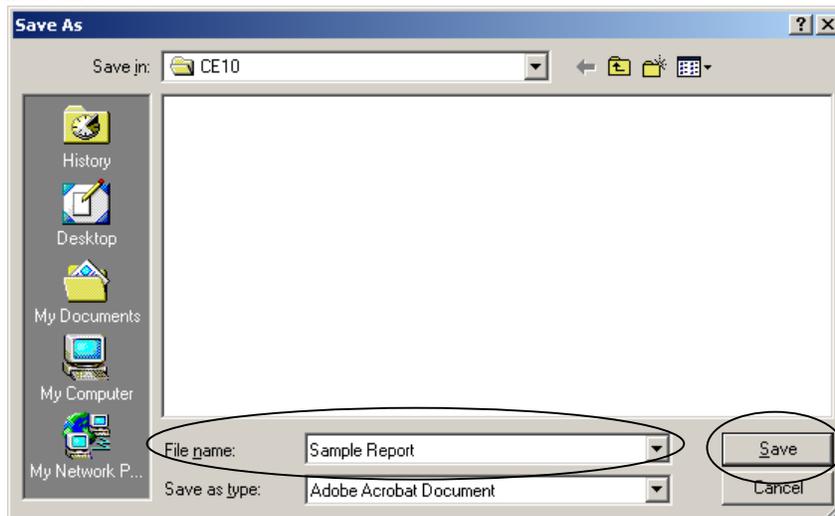
2. The Export Report dialog box will display. Select the appropriate format type and page range. Then click on **OK**.



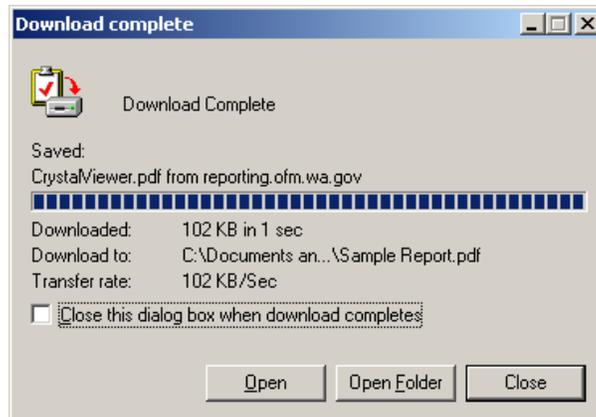
3. The File Download window illustrated below will display. Click on **Save**.



4. An Exporting Report dialog box will appear. Navigate to the desired file location and enter a file name, then click on **Save**.

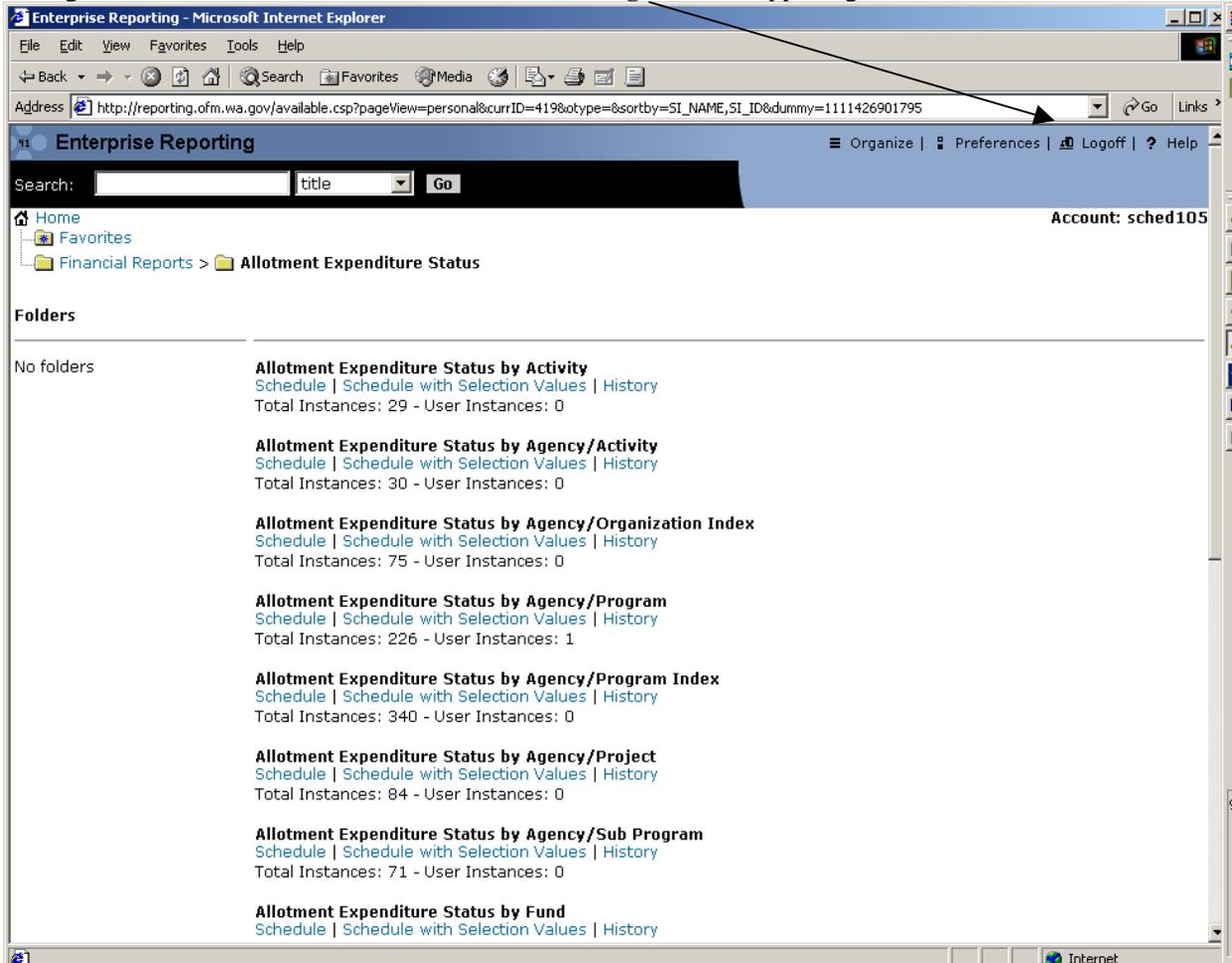


5. After the file has been successfully downloaded, the window illustrated below will display. You may choose **Open** to open the file immediately, or select **Close** and open the file in the appropriate application.



## Logging Off

To log off, return to the Home screen and click on **Logoff** in the upper right corner.



**NOTE:** Your session will automatically time out if you are logged on for more than 20 minutes, but you do not select a menu option (such as pressing **Add** on the parameter screen) or navigate to a different screen. A message will be displayed notifying you that your session is no longer valid. You will have to log off and log back on. This rule is necessary because of the application's licensing requirements.